

Downieville Fire Protection District Board of Directors

Open Meeting Minutes

November 16, 2022

3:00 P.M.

DOWNIEVILLE COMMUNITY HALL

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 3:02 p.m.

Roll Call: Roll Call completed by Secretary, CC Gelatt

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

Commissioners Absent: Mike Galan

Staff Present: Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Loryce Ashby, Bookkeeper

Staff Absent: Steve Folsom, EMS Captain; CC Gelatt, Secretary

Others Present: Joyce White, Dispatch Supervisor

- Approval of November 16, 2022 Agenda. Liz Fisher motioned to accept Agenda and Diane Wharff seconded. Motion passed 4.0.0.
- Approval of October 19, 2022 Minutes. Chery Simi motioned to accept Minutes and Diane Wharff seconded. Motion passed 4.0.0.

2. **Public Comment Opportunity:** Joyce White advised the Christmas holiday events as follows:
November 24 – Miss Jody’s Thanksgiving Dinner at the Community Hall; December 2 – Christmas Tree Lighting at 6:00 p.m.; December 3 – Holiday on Main at Downieville Community Hall and Sabrina’s to include fire truck rides, bake auction and play beginning at 10:00 a.m.

3. **Announcements and Correspondence:**

CC Gelatt advised the Board thank you letters were sent out on August 29, 2022 to Storey County and DIG. She is still waiting for information from Dean Fisher on Morten tire donation and will write that thank you letter when she has that information. Steve Folsom said he will follow up with Dean also.

4. **Financial Reports:**

Treasurer’s Report: Cherry Simi handed out the Account Summary as follows:

Total Available Balance	\$515,099.38
New Firehouse Fund	\$281,045.55
Paramedic/ALS	\$100,718.84
Building Reserve	\$ 10,020.87
Ambulance	\$ 5,000.13
Apparatus	\$ 87,932.86
DFPD Checking	\$ 30,381.13
Outstanding Credit Cards	\$ 3,613.77

Bookkeeper’s Report: Loryce Ashby further explained the checking account balance of \$30,381.13 includes: outstanding costs of \$3253.26, credit card balance of \$3336.05, and Urgent Care funds of \$10,609.60 which

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leaves a true checking account balance for DFPD Checking Account of \$13,182.35. Urgent Care funds are broken down as follows: Income \$31,976.33 minus expenses of \$21,366.73 which leaves an Urgent Care true balance of \$10,609.60. Liz Fisher motioned to accept the Financial Reports and Diane Wharff seconded. Motion passed 4.0.0.

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

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

Item #1b/Pike and Alleghany Incidents: Robert clarified to Frank that #7145 Registration and insurance are paid by DFPD. Registrations are for 99 years. Frank Lang asked that we add to the January Agenda all ambulance billing and maintenance matters for Alleghany.

Item #1a/Downieville Incidents: Robert reported we are averaging 1.46 incidents per day. Frank will start letting Dispatch know outcome of phone calls he handles.

Item #5/Donations: Robert will give information on new donation thank you letters to CC.

Item #7/Type 3 and Pump Trailer: Steve Folsom is talking to Kevin Marshall, Sierra County Road Department, regarding access to the river by the pizza parlor, Lure and Shangri-La when we need to get water out of the river.

Item #9/Training: Physicals will be done next year.

Liz Fisher motioned to accept the Officer Report and Cherry Simi seconded. Motion passed 5.0.0.

6. **Committee Updates:**

New Firehouse: Pending

Paramedic PA/NP Recruitment: Frank Lang explained there are no new applicants. He is working with Linked In and has reached out to Al Pratti’s grandson.

7. **Program Updates: Frank Lang**

ET3 Agreement Policy: In progress.

Fire Department Ambulance Billing Policy: CC Gelatt explained a summary of telephone calls she made in August 2022 of inquiries she made of other Fire Protection Districts regarding the issue of our pending Ambulance Billing Policy project. Steve Folsom said he and Robert Hall would discuss at their next meeting and report back to the Board. Frank Lang asked CC to put this in a Policy format listing the requirements, elements, etc. Suggestions were made for requirements and elements and will be reflected in CC’s draft Policy.

Ground Ambulance Reporting System: Diane Wharff advised she had no new information. Frank Lang asked her to see if we have any templates and noted the report is due in May so we need to keep moving toward a decision on what course of action to take.

Ambulance Billing and PCR Update: Frank Lang said we have two Tablets; one will be used for training, and we will start using one tablet for Image Trend PCR. Currently one tablet is broken and Diane has submitted a work ticket to Sierra County for repair.

Withdrawal From PP GEMT IGT Program: Frank Lang stated he sent a letter asking if we could withdraw from the program and had received a response letter asking us to reconsider. Diane Wharff motioned to withdraw from the program and Cherry Simi seconded. Motion passed 4.0.0.

8. **Grants and Supplemental Funding: Frank Lang**

AFG Grant Update: In Progress

9. **Business Items Old:**

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- Work Injury Policy Update: Frank Lang – In Progress
- Property Tax and TOT Tax Monies Distribution: Robert - In Progress
- In-Kind Salary Donation: Frank Lang posed the question of how do we justify the money we get from the tax for ALS services to the public? The money is building up. Our auditor suggested an in-kind salary donation where we would track the hours and put money with that. The annual budget for ALS Paramedic is \$100,000. Frank Lang suggests we divide the total in-kind donation of salary by 12 to determine monthly cost. The breakdown is salary at 80% and supplies/medications at 20%. This will be coming up on the 2024 ballot so Frank wanted to put it on the table now. He will work on more numbers with Loryce when she returns from vacation.

10. Business Items New:

- Anti-Harassment Policy: Liz Fisher motioned to approve the Anti-Harassment Policy and Cherry Simi seconded. Motion passed 4.0.0.
- AEMT Optional Skills: No update.
- EMS Urgent Care Staffing: Frank Lang will expand to telephone calls so they are documented. Steve Folsom asked what happens if we have another NP/PA when Frank is gone. Frank said per Liz Smith they will be covered under our current policy but they have to be a DFPD employee. Frank said he has this in writing and will forward to the Secretary and the Risk Manager.

11. Discussion:

- Conflict of Interest Codes Policy: CC Gelatt explained she had converted the existing Conflict of Interest Codes from 1976 into a Policy format as a rough draft. Frank asked Commissioners to review the document and be prepared to further discuss at the January 2023 Board Meeting. He also asked CC to verify all government codes listed in the document.
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12. **Closed Session Regarding Billing Issue**: Board went into Closed Session at 16:45 p.m. Confidential Minutes follow on Page 4, which is not included with the Open Meeting Minutes distribution.

13. **Next Board Meeting**: Diane Wharff motioned for cancellation of the December 2022 Board Meeting due to the many DFPD Christmas activities and Liz Fisher seconded. Motion passed 4.0.0. The next Board Meeting will be held on January 18, 2023 at 3:00 p.m. in the Downieville Community Hall.

14. **Adjournment**: Diane Wharff motioned to adjourn and Cherry Simi seconded. Motion passed 4.0.0. Meeting adjourned at 17:16 p.m.

Minutes Respectfully Submitted:

CC Gelatt
Recording Secretary