**August 16, 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, Liz Fisher

**Commissioners Absent:** None

**Staff Present:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; and Secretary CC Gelatt

**Staff Absent:**  Loryce Ashby, Bookkeeper and Mindy Strine

**Others Present:** None

* Approval of August 16, 2023 Agenda: Greg Johnson motioned to approve and Diane Wharff seconded. Motioned passed 5.0.0.
* Approval of July 10, 2023 Minutes: Liz Fisher motioned to approve Minutes and Cherry Simi seconded. Motion passed 5.0.0.

1. **Public Comment Opportunity:** None
2. **Announcements and Correspondence:** Frank Lang advised the Board the DFPD Auxiliary is in receipt of a $9,000 donation from Sierra Buttes Trail Stewardship and noted this $9000 was equal or greater to what the Auxiliary makes when providing the breakfast for the Bike Races. Cherry Simi also advised the Board that DIG would be donating $10,000 from the Brewfest to go toward the new Fire House fund and hoped to make this presentation at the next meeting. Frank Lang mentioned he would like a 3’ x 5’ drawing of the Fire House for use in a presentation to the public so they have a visual of the project. Liz Fisher will forward a JPEG file to Cherry Simi who will take it to Grass Valley for enlargement.
3. **Financial Reports:**

Treasurer’s Report: Cherry Simi passed out the Statement of Bank Accounts and verbally reported as follows:

Total Available Balance $608,223.39

New Firehouse Fund $281,243.35

Paramedic/ALS $155,307.82

Building Reserve $ 10,024.42

Ambulance $ 5,001.90

Apparatus $109,246.77

DFPD Checking $ 47,399.13

Outstanding Credit Cards $ 1,776.28

Urgent Care Funds are held in DFPD Checking Account

Bookkeeper Report: Cherry reported the following report she received from Mindy Strine. For the period January 2019-July 2023:

Funds: $32,571.33

Expenses: $32,152.68

Drugs: $ 343.71

Supplies: $11,411.96

Malpractice Insurance: $19,189.01

Fees: $ 1,208.00

Frank asked Cherry if she had deposited the $5,000 check #602 from Bill Pangman. She will check her records to see if it has been deposited.

Cherry is still working with WFB to open a separate Urgent Care Account. She also advised all DFPD accounts, except for the General Checking, are interest-bearing accounts and we are not charged any fees. We cannot open a savings account because of the type of entity DFPD is.

Frank advised the Board he had received a letter of resignation from Mindy Strine effective September 30, 2023. He encouraged the Board to get the word out and asked CC to place an ad for the Bookkeeper in the Mountain Messenger and post it in the Post Office.

With regard to the Outstanding Balance & Cash Flow, Frank asked Diane Wharff to get the ambulance report results report for the September Board Meeting.

With regard to the New Auditor, Frank asked Cherry Simi to contact the old auditor by phone and by letter to advise him we are not renewing his contract. The Board will review the new auditor’s letter of engagement and this will move forward to the September Agenda for a vote.

Liz Fisher motioned to accept the Financial Report and Diane Wharff seconded. Motion passed 5.0.0.

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 # 6: Station 2 Proposed Heating Mats:** Robert Hall will continue to research heating mats and will also do a test run with a heating mat and cement fiber board.

Diane Wharff motioned to accept the Officers Report and Liz Fisher seconded. Motion passed 5.0.0.

1. **Committee Updates: Frank Lang**

New Firehouse: Frank advised the Board he received an email from Gabe at the Forest Service giving tentative approval to proceed with the DFPD Fire House Project pending the Forest Service’s evaluation of their needs. Gabe stated this should take approximately a month. In the meantime, the Commissioners created a new Fire House Funding Committee comprised of Frank Lang, Greg Johnson, Robert Hall and Mike Galan to address funding for the new Fire House. Gabe also suggested to Frank that he meet with Mike Stewart at the little town of Washington’s Fire Department as he has experience in building a new fire house and working with the Forest Service. Frank spoke to Mr. Stewart and they agreed to meet for lunch to discuss. Robert Hall and Greg Johnson will accompany Frank to that meeting.

Apparatus Winterizing Project: Addressed in the Officer’s Report.

Paramedic Per Diem Project: Frank advised the ads are in. The position is for 2 days/week for an 8 day month at $400/shift with an annual salary of $38,400.00.

1. **Program Updates: Frank Lang**

EMT Training Course: Frank said the course starts September 5th and will be through the Sierra County Adult Schools in an electronic format.

1. **Business Items Old:**

* Work Injury Policy Update: In progress.
* DFPD/PRCSD/NORCAL EMS Ambulance MOU: Frank continues to work with the Board of Supervisor’s Committee (Van Maddox, Paul Roen and Lila Heuer) and will take it to the Sept 5th Board of Supervisors meeting. Frank hopes this will be completed by October.

1. **Business Items New:**

* Fire District Office New Computers: CC reviewed her previous email to the Board regarding the Fire Office Printer/Fax machine saying her research showed the machine is considered “expendable” which is why repairs and maintenance contracts are not available for these small machines. Cost for the same model we have now runs approximately $600.00. Collin and CC are meeting at the Fire Office at 5:00 p.m. this evening to discuss a possible work-around until a new machine is purchased. Greg Johnson shared his opinion and past experience with Hewlett Packard machines and said he would not recommend purchasing from that company. Frank and Greg will meet with Collin after the Board Meeting to discuss with the idea being Greg will select the best machine for the Fire Office, Frank will purchase it, and Collin will install it. Liz Fisher motioned to approve the purchase of a new Printer/Fax machine at a cost not to exceed $1,000 and Cherry Simi seconded. Motion passed 5.0.0.
* Image Trend: Nothing new to report.
* Bookkeeper Training/Duties Report: Not discussed
* Dispatcher $100 Phone Stipend: Liz Fisher said this issue involves a dispatcher who has been on disability leave and unable to work. Liz holds the opinion the dispatcher should be paid this stipend even though she is not working as the dispatcher has honored her commitment, but the Department did not.
* New Hire Forms: Not discussed.

1. **Discussion:**

* Conflict of Interest Codes Policy: Liz Fisher will continue to work on this.

1. **Next Board Meeting:** Wednesday, September 13, 2023 at 3:00 p.m.
2. **Adjournment:** Greg Johnson motioned to adjourn and Diane Wharff seconded. Motion passed 5.0.0. Meeting adjourned at 5:00 p.m.

Minutes Respectfully Submitted

CC Gelatt, Recording Secretary