

Downieville Fire Protection District Board of Directors Minutes

1. Chairman Frank Lang opened the May 18, 2022 meeting at 3:09 p.m.
Roll Call completed by Recording Secretary, CC Gelatt

Commissioners Present: Frank Lang, Mike Galan, Cherry Simi and Liz Fisher.

Commissioners Absent: Diane Wharff

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

Others Present: None

Approval of 5-18-2022 Agenda: Motion to approve by Cherry Simi, seconded by Mike Galan. Motion accepted 4.0.0.

Approval of 4-20-2022 Minutes: CC Gelatt, Recording Secretary, explained she mistakenly added ...EMR to \$15.00/hr, EMT to \$16.00/hr... to Item 12 Discussion, IT Support Compensation, 2nd paragraph, and that it should be stricken from the minutes. Cherry Simi motioned to approve the minutes as corrected, seconded by Mike Galan. Motion accepted 4.0.0.

2. **Public Comment:** None

3. **Announcements and Correspondence:** Liz Fisher said Truckee had received funding for a chipping program. Cherry Simi said she talked to Jacci Epperson about the FireWise program and Jacci will keep her in the loop.

4. **Financial Report:**

- a. Treasurer's Report: Liz Fisher handed out the Wells Fargo Account Summary Sheet which is summarized as follows:

DFPD Checking:	\$219,791.18
Paramedic ALS	\$ 77,378.25
New Firehouse Fund	<u>\$271,031.69</u>
Cash Total	\$568,201.12
Less Outstanding	<u>\$ 1,726.43</u>
TOTAL	\$566,484.69

CD#2871 \$10,020.60 (Building Reserve)

CD#2872 \$27,458.52 (Equipment Reserve + \$5000 for Ambulance Reserve)

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Resignation: Liz Fisher tendered and read her letter of resignation as Treasurer and stated she intended to continue to serve on the DFPD Board of Commissioners until the end of her term. Chairman Frank Lang thanked her for her years of service and skill. Mike Galan motioned to accept the Treasurer's Letter of Resignation, Cherry Simi seconded. Motion accepted 4.0.0.

Liz Fisher recommended Cherry Simi replace her as the new Treasurer which Chairman Frank Lang presented to the Board. Mike Galan made a motion to appoint Cherry Simi as Board Treasurer, Cherry Simi seconded. Motion accepted 4.0.0.

CC Gelatt will prepare a letter to Wells Fargo informing them of the change and management of accounts.

- b. **Bookkeeper's Report:** Loryce Ashby handed out the following reports: Profit & Loss By Class, Urgent Care Tracking, COVID-19 Test Tracking, Vaccine Program Tracking Summary, and DFPD-EMS Billing Reports 1-4.

Loryce announced we had received \$146,000 in Cal OES PrePositioning funds. Frank gave a brief overview of the program and funding.

Loryce also said we had received \$26,762.53 from the County from TOT and \$20,216.98 from regular property taxes.

Frank Lang commented on the COVID-19 Test Tracking report saying we doubled the number this month due to an outbreak at a County office. He said we don't yet know what the testing schedule will be for next year, but that we will continue testing through June of 2022. He further commented regarding the Vaccine Program Tracking Summary that there may be a possible third booster available in the Fall of 2022, and if so, we will do a one-time clinic for this. He asked Loryce to create a retroactive invoice for the cost of Ambulance #43 for its stand-by services of four hours at each of the two clinics.

Regarding the DFPD-EMS Billing Reports 1-4, Frank suggested that he, Steve Folsom, Robert Hall and Diane Wharff meet to review outstanding bills.

Loryce reported she had spoken with the Auditor and he said there were no issues and we should be in receipt of his final report by next Wednesday, May 25, 2022.

Mike Galan motioned to accept the Bookkeeper's Report, Liz Fisher seconded. Motion accepted 4.0.0.

5. **Officer Reports:** Robert Hall & Steve Folsom

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Robert reported there was a fire risk assessment scheduled for Monday, May 23, 2022 to be conducted by Autumn Long McGee, Cal Fire, Forest Service and a representative from University of California, San Francisco. They will be driving all over town to do their assessment. An 80% success rate is needed to be classified as a FireWise Community.

There were 10 medical calls, 17 UC Medical Calls, 1 structure fire and 1 mutual aid Fire to Sierra City for the April dispatched incidents. The total of UC's through April were 118. Total dispatched incidents through May 18, 2022 are 255.

Open House for EMS week is scheduled May 21, 2022 at Station 1. All personnel will wear EMS tees and tables will be set up with handouts.

The search for a Type 3 wildland engine is ongoing. There currently are few suitable units on the market.

There are 2 new grant opportunities to be evaluated; 3M Scott Safety and Fire Grant Help and California Fire Foundation. We received assurances from 3M they would stay on top of the information and we will need to evaluate the California Fire Foundation grant possibilities vs the complexity of the requirements.

Grant updates include WFRIP: completion of report after EMS week; AFG has nothing new to report and OTS: 2nd quarter reporting is completed, and will follow up each quarter thereafter until units have depreciated to zero value.

The Strategic Plan and Evacuation Plan are still in progress.

Training: Concentrating on wildland fire tools and equipment, encouraging all to complete online training for Red Card and will schedule wildland skills sign off day when at least 5 FF have completed.

There will be a Yuba Chiefs Meeting on 5-20-22 to discuss staffing by departments, any change in agreements, and training opportunities.

There will be an AT&T First Net Call on 5-24-22 to discuss current state of the new tower and activation of cell coverage.

Need to work with a contractor regarding Station 2 heating solution. Station needs a good cleaning and reorganization.

We need to work on getting house numbers that can be easily read from the street.

We need to review fire lane requirements.

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Mike Galan motioned to approve the Officer Report, Liz Fisher seconded. Motion accepted 4.0.0.

6. **Committee Updates:** Frank Lang

- New Firehouse: Frank has not received a response from Lon at the Forest Service as he is currently on reassignment. Robert Hall will get the interim contact information to Frank.
- Paramedic Recruitment: The market is slim and it's proving difficult to get family interest in the position. EMS-1 is an internet group who has a job site for free. Most others charge between \$500-\$1000/month for an ad. Ingrid's rental will be available approximately July 1 at \$900/month. Board needs to discuss if we should rent it so we have a place for paramedic should we need it. Liz Fisher will contact the Riverside Motel about rental possibilities. The Board could consider per diem services over the week-end for a paramedic. Cherry Simi offered the possibility of looking for a mountain biker who is qualified for paramedic work. Housing and paramedic candidates remain the key issues in our recruitment efforts. Cherry Simi motioned to allow expenditures up to \$5000.00 for paramedic recruitment. Mike Galan seconded. Motion accepted 4.0.0.
- Budget Committee Update: Budget is all done but needs to be added up and see where it goes. It will not be a deficit budget.

7. **Program Updates:** Frank Lang

- Urgent Care: Will work more with Dan (WSMC). He is going to EMS training on Friday. The future look for medical care could be a mixed bag of WSMC, EMS and Urgent Care. Need to think about what would happen if Frank were not here. Frank thinks things could come together as paramedic based care. Sierra County Office of Education is offering a paramedic program in Loyalton this September.
- Ground Ambulance Reporting System: Jaci Epperson is helping Diane and Frank is encouraged by the progress being made.
- Ambulance Billing and PCR: It is coming along and PCR's are getting completed.
- Medical Director Malpractice Renewal: Liz Fisher motioned to approve payment of the Laiosa Consulting Invoice in the amount of \$4061.08. Cherry Simi seconded. Motion accepted 4.0.0.

8. **Grants and Supplemental Funding:**

- AFG Grant Update: Steve Folsom reported that progress was being made.

9. **Business Items Old:**

- Work Injury Policy Update: In progress. Steve and Robert will work on it
- Property Tax & TOT Monies Distribution: Robert & Steve are working on it.

10. **C-1 Policy:** In Progress.

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11. **Discussion:**

- Gas Card for Shaun Price: The total for all other District cards is \$15,000. Mike Galan motioned to get a card for Shaun in the amount of \$500. Cherry Simi seconded. Motion accepted 4.0.0.

12. **Next Board Meeting Date:**

Next Board Meeting date will be June15, 2022 at 3:00 p.m.

13. **Adjournment:**

Cherry Simi motioned to approve. Mike Galan seconded. Motion accepted 4.0.0. Meeting adjourned at 5:00 p.m.

Respectfully submitted,

CC Gelatt
Recording Secretary