

# Downieville Fire Protection District Board of Directors Minutes

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September 18, 2024

3:00 P.M.

Downieville Community Hall, Downieville

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 3:17 p.m.  
**Roll Call:** Roll Call completed by CC Gelatt, Recording Secretary. Quorum established.  
**Commissioners Present:** Greg Johnson, Chair; Liz Fisher, Risk Manager and Diane Wharff, Member  
**Commissioners Absent:** Cherry Simi, Treasurer  
**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:** Jaci Epperson
  - **Approval of September 18, 2024 Agenda:** Commissioner Wharff motioned to approve the Agenda and Commissioner Fisher seconded. Motioned passed 3.0.0.
  - **Approval of August 21, 2024 Minutes:** Commissioner Wharff motioned to approve the Minutes and Commissioner Fisher seconded. Motion passed 3.0.0.
2. **PUBLIC COMMENT OPPORTUNITY:** None
3. **ANNOUNCEMENTS AND CORRESPONDENCE:** None
4. **FINANCIAL REPORTS:** Stephanie Villa

**Treasurer's Report:** Secretary Gelatt presented the Bank Statement of Accounts Summary and verbally reported as follows:

|                                          |                |
|------------------------------------------|----------------|
| Total Available Balance of Cash Accounts | \$Not Provided |
| New Firehouse Fund                       | \$293,337.41   |
| Paramedic/ALS                            | \$ 94,154.79   |
| Urgent Care                              | \$ .10         |
| Building Reserve                         | \$ 16,184.15   |
| Ambulance                                | \$ 5,002.93    |
| Apparatus                                | \$ 15,278.23   |
| DFPD Checking                            | \$ 137,981.84  |
| Outstanding Credit Cards                 | \$ 1,590.95    |

Bookkeeper Villa noted the Apparatus Fund Account as stated in the amount of \$15,278 does not reflect the \$7,000 sales tax reserve still sitting in the Checking Account. The Apparatus Fund balance will be \$23,000 after that transfer is completed.

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### **Bookkeeper Report:**

Bookkeeper Villa reviewed the financial reports and noted she has created a new Chart of Accounts for the Credit Cards. Chair Johnson will discuss with Treasurer Simi the issue of keeping the Urgent Care Account at a zero balance with fees charged vs. closing the account which requires two signatories going to Wells Fargo Bank.

### **Budget Committee:**

Chair Johnson verbally reviewed the budget noting the Bike Race Donation of \$9,000 goes to the Downieville Fire Association. He noted at this point, the budget looks o.k. and even has a small buffer compared to the Budget at the first of the year.

Commissioner Fisher motioned to accept the Financial Reports and Commissioner Wharff seconded. Motion passed 3.0.0.

### **5. OFFICER'S REPORT: Steve Folsom (Hand Out)**

EMS Captain Folsom passed out copies of the Officer's Report. Additional comments are noted as follows:

**Item #8b: 7344 Paramedic Unit Proposed Upgrade:** EMS Captain Folsom said we need to ID the unit and suggested that could be based on the person who is running it, i.e., Tegan, Robert etc. This item will be further discussed by Fire Captain Hall and himself.

Commissioner Fisher motioned to accept Officer's Report and Commissioner Wharff seconded. Motion passed 3.0.0.

### **6. COMMITTEE UPDATES: Chair Johnson**

**New Firehouse:** EMS Captain Folsom reported on the zoom meeting with the Forest Service saying he felt they were very supportive and the meeting was productive. Discussion was held regarding what the Forest Service would require of the new building to make it successful to share with DFPD. The Forest Service has completed a site visit and EMS Captain Folsom would encourage another one. EMS Captain Folsom is developing a site plan. The Forest Service is unable to contribute to building costs but would be able to help with utilities and upkeep. In summary, he felt DFPD is well on our way and moving forward.

**New Apparatus:** EMS Captain Folsom and Paramedic Harrington are working on updating packs and stocking the rigs.

**Structural Repairs on Foundry Building:** Pending on removal of debris.

**Ambulance Run Report:** Paramedic Harrington verbally reviewed the Ambulance Run Report for the Commissioners. Additional discussion ensued with regard to Paramedic Espatho's

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resignation effective this date, September 18, 2024. He submitted his letter of resignation to Paramedic Harrington and returned his shirt and keys. Paramedic Harrington has previously scheduled absences on September 20, 23, 24 and October 12. He will contact Paramedic Chris Leahy and check for his availability to provide coverage through October, 2024. In addition, he will also advertise for coverage for that period. In the meantime, he will try and be around as much as possible during the week-ends. Commissioners discussed the need to address the Paramedic Rental Contract with Cherry Simi. Paramedic Harrington also advised he had spoken with Patricia Ayers, GSRMA Labor Law Attorney, about the payroll for paramedics and she advised that it looks like it is correct. He also noted we will need to make sure future Paramedics are fire suppression certified at date of hire and their contracts need to state this as well. He further advised that Frank Lang had prepared the contract for Dr. Laiosa.

### 7. **BUSINESS ITEMS OLD: Chair Johnson**

**Retention Schedule- Bookkeeper Villa:** In Progress.

**Wilderness Extrication Policy-Paramedic Harrington:** Commissioner Fisher motioned to approve the Wilderness Extrication Policy, with the following changes: 1) "stipend of \$50.00" will be changed to "reimbursement up to \$50.00 per incident"; and 2) identify this Policy as Policy No. D-12. Commissioner Wharff seconded. Motion passed 3.0.0.

**Workplace Violence Policy-Paramedic Harrington:** Commissioner Fisher motioned to approve the Workplace Violence Policy and Commissioner Wharff seconded. Motion passed 3.0.0.

**Dispatch Supervisor Description of Responsibilities-Dispatch Supervisor Stephanie**

**Aufdermaur:** In Progress

**Ca.gov Website Domain and Email Addresses-Bookkeeper Villa:** Bookkeeper Villa said this remains in progress and should be up and running in approximately six months.

### 8. **BUSINESS ITEMS NEW: Chair Johnson:**

**Urgent Care Clinic: Remove Phone; Content Insurance; Retire Policy C-11 Downieville**

**Ambulance Urgent Care:** Because Urgent Care is no longer being provided, Chair Johnson wanted to make sure the contents of the Urgent Care site were insured and phone service was removed. Commissioner Fisher advised the phone belongs to her and it is not connected to service at the Urgent Care site, adding she would like to have the phone back. She also advised she owns the building and will keep the electricity on.

Secretary Gelatt advised she had received advice from Patricia Ayers, GSRMA Labor Law Attorney that if Commissioners decided to retire the C-11 Policy that established Ambulance Urgent Care, that could be done by simply writing "RETIRED" on Policy C-11 and attaching the 9/18/24 approved Board Minutes authorizing this retirement. After Commissioner discussion, Commissioner Wharff motioned to retire Policy C-11 and Commissioner Fisher seconded. Motion passed 3.0.0.

**C-1 Compensation Policy Review:** Secretary Gelatt asked for clarification regarding Nite Call Rate \$7.00/Hr that is currently listed on the C-1 Compensation Policy. She noted it was

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discussed at the March 2024 Board Meeting but no definite action was taken. After further discussion, Commissioner Fisher motioned to change the existing Nite Call Rate \$7.00/Hr. to Nite Call Rate \$7.00/Hr Additional. Commissioner Wharff seconded. Motion passed 3.0.0.

**First Responder Coverage Letter:** Commissioner Wharff explained she received a call from David Pennington who was requesting a letter from DFPD stating the Mt. Vernon Mine was within the DFPD coverage area. He provided a copy of a letter from 2020 that previous Fire Chief Marty Creel had signed to use as a template. After Board discussion, Commissioner Fisher motioned to prepare a letter for Chair Johnson's signature and send to Mr. Pennington. Commissioner Wharff seconded. Motion passed 3.0.0.

9. **DISCUSSION: RECRUTMENT OF NEW COMMISSIONER:** Chair Johnson encouraged the Board to "get the word out" and noted an ad has been running in the Mountain Messenger.

10. **NEXT BOARD MEETING:** Wednesday, October 16, 2024 at 3:00 p.m.

11. **MOTION TO ADJOURN:** Commissioner Wharff motioned to adjourn and Commissioner Fisher seconded. Motion passed 3.0.0. Chair Johnson adjourned the meeting at 4:47 p.m.

Minutes Respectfully Submitted,

CC Gelatt  
Recording Secretary