**January 10, 2024**

**3:00 P.M.**

**DOWNIEVILLE COMMIUNITY HALL**

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 3:01 p.m.

**Roll Call:** Roll Call completed by CC Gelatt, Recording Secretary

**Commissioners Present:** Frank Lang, Cherry Simi, Liz Fisher and Greg Johnson

**Commissioners Absent:** Diane Wharff

**Staff Present:** Tegan Harrington, Paramedic and EMS Ops Manager and CC Gelatt, Recording Secretary

**Staff Absent:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Jenny Varn, Bookkeeper; and Joyce White, Dispatch Supervisor

**Others Present:**  None

* **Approval of January 10, 2024 Agenda:** Secretary Gelatt advised two corrections to the Agenda: 1) Item #8-New Business: Correct to read Annual Nomination/Vote for Officers; and Item #10-Next Board Meeting: Correct to read: February 17, 2024. Commissioner Fisher motioned to approve the Agenda as corrected and Commissioner Simi seconded. Motioned passed 4.0.0.
* **Approval of December 13, 2023 Minutes:** Commissioner Simi motioned to approve and Commissioner Johnson seconded. Motion passed 4.0.0.

1. **PUBLIC COMMENT OPPORTUNITY:** None
2. **ANNOUNCEMENTS AND CORRESPONDENCE:** None

1. **FINANCIAL REPORTS:**  **Cherry Simi**

**Treasurer’s Report:** Treasurer Simi handed out the Bank Statement of Accounts Summary and verbally reported as follows:

Total Available Balance of Cash Accounts $678,329.39

New Firehouse Fund $293,317.80

Paramedic/ALS $104,041.72

Urgent Care $ 6,727.09

Building Reserve $ 10,025.80

Ambulance $ 5,002.59

Apparatus $ 109,275.06

DFPD Checking $ 149,939.33

Outstanding Credit Cards $ 1,180.74

Treasurer Simi asked Chairman Lang for a description of the Building Reserve Fund. Chairman Lang explained it now serves as a building maintenance fund for improvements on existing structures, but its original intended purpose was as a new firehouse fund. As an example, funds from it would be used for structural repair to the Foundry Building. Chairman Lang suggested having a review of our different accounts and what the intended use of these funds are with Bookkeeper Varn and Treasurer Simi as an educational exercise. The question was raised where the $5000 donation (discussed at December Board Meeting) had been allocated. Chairman Lang suggested putting it in either the Apparatus Fund or the Building Reserve Fund. He advised Commissioners structural repairs need to be made to the Foundry Building for leaks in the roof and dry rot in the roof support timbers which would include permit fees, engineering fees and construction costs amounting to between $25,00 - $50,000. He said Steve Folsom and Robert Hall will be a necessary part of this project. Discussion followed regarding if the job would need to be put out to bid. Chairman Lang will get legal advice on the matter and bring it back for discussion at the February 2024 Board Meeting. Commissioner Fisher motioned to move the $5,000 donation to the Building Reserve Fund to help with these new projected costs and Commissioner Johnson seconded. Motion passed 4.0.0.

**Bookkeepers Report:**

In Bookkeeper Varn’s absence, Treasurer Simi advised the Board the books were not closed for Fiscal year 2023. Auditor Larry Bain has someone in his office who will help Bookkeeper Varn close the books. Our audit with Mr. Bain has been moved to late March 2024. Bookkeeper reports were distributed and reviewed by the Commissioners without comment.

Commissioner Fisher motioned to accept the Financial Reports and Commissioner Johnson seconded. Motion passed 4 .0.0.

1. **OFFICER’S REPORT: Robert Hall**

There was no Officer’s Report due to the absence of Robert Hall and Steve Folsom.

1. **COMMITTEE UPDATES: Frank Lang**

New Firehouse: Commissioner Johnson advised he has a Notebook. He went to the County to speak with Brandon Pangman and Bryan Davey but they were unavailable. Staff advised sending an email to them is best. Commissioner Johnson will continue to work on getting facts and information to incorporate into the support letters. Chairman Lang will provide a sample support letter to Commissioner Johnson. Chairman Lang is still waiting for a Letter of Support from the Forest Service. He broached the idea with them of DFPD composing a letter of support for Eli Ilano’s signature and was advised “that is not the way it works, it has to come from the Forest Service”. He will continue to send reminder emails to them and will make the point of urgency due to the condition of the Foundry building and the potential for damage to DFPD apparatus. He will also look into setting a meeting with Eli Ilano, Commissioner Johnson and himself.

Ambulance Run Report: Paramedic and EMS Ops Manager Tegan Harrington advised he investigated the 15% discrepancy between Payments and Write-offs and was advised by Sharp it was bad debt. He also advised that a couple more EMT students have passed their test.

1. **BUSINESS ITEMS OLD: Frank Lang**

AT&T CALNET 3 Contract Expiration Renewal: Pending

Yes on Measures A&B Committtee: Chairman Lang emailed a draft video to Commissioners and Commissioner Simi will post finalized video on the Website and EMS Facebook pages. Yard signs and banners are being posted in the community. Upcoming meetings in Downieville, Goodyears Bar and Sierra City are scheduled as well as a zoom meeting tomorrow. As a reminder, the Ballot requires a 2/3 vote and will be available February 5, 2024 with a vote on March 5, 2024. Commissioner Simi asked if the Part-time Paramedic would continue working through the summer and Chairman Lang said yes and added if there are funding constraints, we will adjust the winter Part-time Paramedic hours because summer season coverage is essential.

Retention Schedule: Pending

1. **BUSINESS ITEMS NEW: Frank Lang**

Annual Nomination/Vote for Officers: Chairman Lang asked for nominations for officers. Commissioner Fisher motioned to appoint Frank Lang to the Chairman’s position and Commissioner Simi seconded. Motion passed 4.0.0. Commissioner Fisher motioned to appoint Greg Johnson to the Vice-Chair position and Commissioner Simi seconded. Motion passed 4.0.0. Commissioner Johnson motioned to appoint Cherry Simi to the Treasurer position and Commissioner Fisher seconded. Motion passed 4.0.0. Commissioner Fisher motioned to approve the new slate of DFPD officers and Commissioner Simi seconded. Motion passed 4.0.0.

1. **DISCUSSION:** None
2. **NEXT BOARD MEETING:** Wednesday, February 17, 2024 at 3:00 p.m.
3. **MOTION TO ADJOURN:**

Commissioner Fisher motioned to adjourn and Commissioner Simi seconded. Motion passed 4.0.0. Chairman Lang adjourned the meeting at 4:00 p.m.

Commissioner Johnson pointed out the stated date of Wednesday, February 17, 2024 for the next Board Meeting is incorrect as the third Wednesday of February is actually February 21, 2024.

Chairman Lang reopened the meeting at 4:02 p.m. to discuss this discrepancy in Agenda Item #11 – Next Board Meeting. Commissioner Johnson motioned to change the next board meeting date to Wednesday, February 21, 2024 and Commissioner Simi seconded. Motion passed 4.0.0.

Commissioner Johnson motioned to adjourn the meeting and Commissioner Fisher seconded. Motion passed 4.0.0. Chairman Lang adjourned the meeting at 4:07 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary