**September 21, 2022**

**3:00 P.M.**

**DOWNIEVILLE COMMIUNITY HALL**

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 3:00 p.m.

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

**Commissioners Present:** Frank Lang, Mike Galan, Cherry Simi, Liz Fisher and Diane Wharff

**Commissioners Absent:** None

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

**Others Present:**  Joyce White, Dispatch Supervisor and Zach Pehling, Auditor

Chairman Lang welcomed the new auditor, Zach Pehling and introduced him to the Commissioners. It was agreed to discuss pertinent issues when the Financial Reports are given.

**Approval of September 21, 2022 Agenda:** Chairman Lang added the following item to the Agenda under #12 Discussion: “DFPD and Sierra County Adult School Field Internship Affiliation Agreement”. Diane Wharff motioned to accept the Agenda and Mike Galan seconded. Motion passed 5.0.0.

**Approval of August 17, 2022 Minutes:** Mike Galan noted the Minutes were long. CC Gelatt said she could shorten them by citing the Officer’s Report as an attachment and only record comments and votes on action items in the Minutes. Commissioners agreed to this method.Diane Wharff motioned to accept the Minutes and Mike Galan seconded. Motion passed 5.0.0.

1. **PUBLIC COMMENT OPPORTUNITY:** None
2. **ANNOUNCEMENTS AND CORRESPONDENCE:** None
3. **FINANCIAL REPORTS:**
4. **Treasurer’s Report:** Cherry Simi handed out the Wells Fargo Account Summary dated 9/21/2022 and reviewed the Cash Accounts as follows:

Total Available Balance of Cash Accounts $492,664.14

New Firehouse Fund $281,040.85

Paramedic/ALS $100,717.15

Building Reserve $ 10,020.70

Ambulance $ 5,000.05

Apparatus $ 87,931.39

General Checking $ 7,954.00

Outstanding Credit Cards $ 1,143.38

1. **Bookkeepers Report:** Loryce Ashby noted outstanding checks = $1,956.39 plus the outstanding credit cards = $1,143.38 which leaves us with an outstanding of $3,099.77.

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

Frank gave our auditor, Zach a brief overview of the services Urgent Care provides explaining that over the last 2 years there have been $30,000 in donations for urgent care and expenses have been $20,991 which leaves a balance of $9,009. Currently, the Urgent Care funds are deposited into the General Checking account where the money is tracked as Urgent Care. Frank told Zach the Board was discussing the issue of creating a separate Urgent Care account. However, for now Urgent Care is currently $9,000 to the good but the General Fund is down so Urgent Care funds are covering General Fund expenses . We anticipate additional patient revenue and County tax money coming into the General Fund beginning in about 4 weeks. Zack said the way we are handling the funds now is o.k. as long as we’re tracking Urgent Care funds. He added that separate accounts are cleaner but if we’re at a $0 balance, we have to transfer money anyway. He also noted that QuickBooks doesn’t allow for separate ledgers. Liz Fisher expressed her concern regarding keeping designated funds in the general checking account. Frank and Zack agreed that over all we are o.k. in terms of how we’re handling the Urgent Care funds. Frank and Cherry agreed they would readdress the issue of creating a separate Urgent Care Account when we receive the County money.

1. **OFFICER’S REPORT:** See Attached Officer’s Report. **Item #14:** Additional Comment Regarding Officer’s Report Item #14: Steve Folsom advised he learned today there will be a North Yuba River Day on November 5, 2022 which will take place at different venues in Downieville from 10:00 a.m until after 7:00 p.m.

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

1. **COMMITTEE UPDATES:**

New Firehouse: Frank hasn’t heard anything back yet from the Forest Service and said he will email Steve’s packet to Gabe Foster at the Forest Service. Otherwise, there are no new updates.

Paramedic Recruitment: Frank said we received 2 PA applications, however, they did not follow up to Frank’s response to them.

1. **PROGRAM UPDATES:**

Urgent Care: Frank said it has been busy and making a little money.

ET3 Agreement: Frank will get the executed document to CC. He said there is a table top exercise scheduled Thursday. He will have a policy that addresses this Agreement by the October Board Meeting.

Ground Ambulance Reporting System: Frank said a decision hasn’t been made yet as to whether or not we will comply. Diane Wharff advised Frank that Jacci Epperson wants to meet with him. Frank asked Diane to set that meeting up.

Ambulance Billing and PCR Update: Frank reported that Urgent Care has been busy. Frank will look into getting a way, similar to “Square”, for accepting and depositing checks directly into the District Urgent Care account as he receives those donations from Urgent Care patients.

1. **GRANTS AND SUPPLEMENTAL FUNDING:**

AFG Grant Update: No discussion.

1. **BUSINESS ITEMS OLD:**

Work Injury Policy Update: Per Frank, “in progress”.

Property Tax and TOT Tax Monies Distribution: Frank is making notations for Steve regarding allocation of costs to funds. Frank provided additional background to Zach regarding the property tax passed for funding to hire a paramedic. Cherry Simi said she thought a press release would be a good idea so the community can see this tax initiative money is being used for its purpose. Something that would basically say “this is your money at work; we are providing that service”.

1. **BUSINESS ITEMS NEW:**

Frank handed out the DFPD SCAS Internship Affiliation Agreement to the Board. He explained this as an agreement between DFPD and Sierra County Schools for Adults for the purpose of providing ambulance field experience for students enrolled in one of SCSA’s EMS programs. Liz Fisher motioned to approve this Agreement and Mike Galan seconded. Motion passed 5.0.0.

1. **DISCUSSION:**

Ambulance Management, Billing & Reporting Requirements: Per Frank: Remove; covered elsewhere on Agenda

Sharp Billing Process & Banking Forms Per Frank: Remove; covered elsewhere on Agenda.

Ground Emergency Medical Transport Quality Assurance Fee, Program Per Frank: Remove; covered elsewhere on Agenda.

Quarterly Reports Per Frank: Remove. Addressed at August meeting.

Medicare Ground Ambulance Data Collection Per Frank: Remove; covered elsewhere on Agenda.

Controlled Substances Inventory Management Per Frank: Remove; covered elsewhere on Agenda.

Image Trend & Reporting Management Per Frank: Remove; covered elsewhere on Agenda.

Ambulance Supply & Equipment Management Per Frank: Remove; covered elsewhere on Agenda.

Paramedic Recruitment & Staffing Options Per Frank: Remove; covered elsewhere on Agenda.

Fire Department Ambulance Billing Policy Per Frank: Remove; move to main Agenda.

Creating a Separate Urgent Care Checking Account: Per Frank: Remove; covered elsewhere on Agenda.

Conflict of Interest Review (Attachment #2): Frank directed CC to return the form to the Board of Supervisors indicating “no changes” and to move this item to the October 2022 Agenda. In the meantime, Commissioners will review this document and CC will type it up as a Policy.

Generic Surge Response Agreement with Sierra Co. (Attachment #3) Frank explained this Agreement is basically a renewal of our contract to reconstruct our team if needed for vaccinations or any other public health issue that may arise and asked for Board approval to sign. Liz Fisher motioned to approve Agreement and Cherry Simi seconded. Motion passed 5.0.0.

Anti-Harassment Policy (Attachment #4) Frank directed Commissioners to review this document and carry it over to the October 2022 Board meeting under Old Business.

1. **NEXT BOARD MEETING:** Wednesday, October 19, 2022 at 3:00 p.m.
2. **MOTION TO ADJOURN:**

Diane Wharff motioned to adjourn and Mike Galan seconded. Chairman Lang adjourned the meeting at 5:10 p.m.

Minutes Respectfully Submitted,

CC Gelatt

Recording Secretary