**SEPTEMBER 13 2023**

**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, Cherry Simi, Diane Wharff and Greg Johnson

**Commissioners Absent:** Liz Fisher

**Staff Present:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Tegan Harrington, Paramedic; Mindy Strine, Bookkeeper; Joyce White, Dispatch Supervisor and CC Gelatt, Recording Secretary

**Others Present:**  Mike and Karen Galan

* **Approval of September 13, 2023 Agenda:** Cherry Simi motioned to approve and Greg Johnson seconded. Motioned passed 4.0.0.
* **Approval of August 16, 2023 Minutes:** Greg Johnson motioned to approve and Diane Wharff seconded. Motion passed 4.0.0.
* **Approval of Amended July 10, 2023 Minutes:** Diane Wharff motioned to approve and Cherry Simi seconded. Motion passed 4.0.0.
1. **PUBLIC COMMENT OPPORTUNITY:** None
2. **ANNOUNCEMENTS AND CORRESPONDENCE:** Cherry Simi announced Mike Galan, Chairman of Downieville Improvement Group’s (DIG) Brewfest Event was here to present a $10,000 check to Downieville Fire Protection District (DFPD) on behalf of DIG in the amount of $10,000 to be used for the new Firehouse. The dedication was documented with a photo.

Cherry also announced Greg and Connie Johnson made a $2,000 donation to the new Firehouse Fund.

Robert Hall said he was forwarded a letter from a law firm requesting any and all records for the house fire in Green Acres. Frank Lang said he would ascertain if a subpoena duces tecum was needed for us to release those records.

1. **FINANCIAL REPORTS:** **Cherry Simi and Mindy Strine**

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

Total Available Balance of Cash Accounts $617,013.08

 New Firehouse Fund $281,267.24

Paramedic/ALS $141,990.00

Urgent Care $ 5,212.27

Building Reserve $ 10,024.84

Ambulance $ 5,002.11

Apparatus $109,256.05

DFPD Checking $ 64,260.57

Outstanding Credit Cards $ 604.05

Cherry noted the Total Available Balance of Cash Accounts does not include any outstanding Mindy may have and also clarified the Ambulance line entry is the Ambulance Replacement Fund. Frank reported he had received an email from Lee Adams who indicated Van Maddox said $99,000 is in the Ambulance Escrow Account with another $19,000 shown in the budget bringing the total to $118,000. With regard to the credit cards, Cherry reviewed prior Policy A9-a with regard to the individual and aggregate limits as well as, the credit card statements with regard to limits. Frank stated he would like to stay within the overall aggregate limit but agreed we could make adjustments as needed. Frank moved further discussion/action to the October 2023 meeting. CC will email a current A9-a Policy to Commissioners.

**Bookkeepers Report:** Mindy Strine

Frank Lang started the discussion by first acknowledging and praising Mindy Strine for her invaluable role as interim bookkeeper during the transition of hiring a new bookkeeper.

He went on to say the Commissioners have a fiscal and fiduciary responsibility to be clear on a monthly basis as to where we are on our budget and expenses. We need to work on a way to manage this process more efficiently so we can make adjustments accordingly and avoid finding ourselves in trouble at year’s end. To that end, his goal is to get a monthly report based on our fiscal year to Commissioners that is readable and easy to understand. Additionally, we need to be able to quickly and easily identify these things in the budget.

January-August 2023 Profit and Loss Report:

This report was given to the Commissioners and was followed by a lengthy discussion. Frank asked the Commissioners to review the Profit and Loss Report Mindy presented keeping in mind they need to pay attention to the EMS/Fire 1/3 and 2/3 split. We will discuss further at the October 2023 meeting to determine what is and isn’t useful and make sure we are monitoring all areas. The purpose of this exercise is to make everybody aware of these tools and how to look at and understand them. Greg Johnson asked about the $87,000 In-Kind Paramedic Expense and the $155,356 negative net income shown on the report. Frank explained he wanted a way to show the public his in-kind donation for his services but will find a better way in which to do so.

Tegan’s Ambulance Run Financial Report (Hand Out): Tegan presented this report and discussion followed. Frank stated he doesn’t expect management in this particular discussion but wanted to make Commissioners aware of the numbers so they can better understand it as a starting point. He asked Commissioners to bring their questions and ideas to the October 2023 meeting.

New Auditor: The Amended Minutes of the July 10, 2023 Minutes confirmed Commissioners had voted to accept Larry Bain, CPA Letter Proposal. Frank Lang and Cherry Simi will sign the Letter Proposal.

New Bookkeeper: Frank advised the Board three interviews were conducted for the position and the candidate selected was Jenny Varn. Cherry Simi will coordinate training schedule with Jenny, Mindy, Loryce and herself. It was decided to wait until Jenny started to determine if she needed a new printer. If she does, Frank will get the specs to Greg who will send them to Tegan who will use Robert Hall’s credit card to order.

DIG Donation: This item was moved to Agenda Item #3 in the interest of time.

Greg Johnson motioned to accept the Financial Reports and Diane Wharff seconded. Motion passed 4.0.0.

1. **OFFICER’S REPORT: Robert Hall (See Attached Officer’s Report)**

Robert Hall passed out copies of the Officer’s Report. Additional comments are as follows:

**Item#2c: California Fire Foundation $15,526 Check Received:** Robert Hall needs to post a thank you letter for the donation on both the DFPD and Association websites. He will write the narrative and give to CC for posting on Streamline.

**Item #4: Sierra County Disaster Council Meeting on 9-13-2023:** Robert Hall said the emphasis of the meeting was the County did not have a current Emergency Operation Plan in place. The last one done was in 2006 at a cost of $37,000. The County is looking for funding to create a current Plan.

**Item #5: CalFire Inspections:** CalFire Defensible Space and CalFire Enforcement vehicles and personnel are in Downieville. No advance notice or invitation were given to DFPD.

**Update from Steve Folsom:** Life Pack Systems-Stryker: Steve reported he will let the contract expire but they should be fixing the BP machines. He would like to use another vendor. Helicopter Landing Zone for Bike Races: Kyle has been advised they cannot use the Lavazzola Road Empire Creek landing zone for the 2024 bike races. He is working on 4 other locations and has permission from two of them. He continues to work with the Forest Service as well. AED Project: They are starting to sort out the stuff on Apparatus in Sierra City and Pike. There is no money for replacement. After Action Bike Race-Pearl Street: Steve has received an email on this.

Greg Johnson motioned to accept Officers Report and Diane Wharff seconded. Motion passed 4.0.0.

1. **COMMITTEE UPDATES: Frank Lang**

New Firehouse: Frank will work on engaging more with the community. He will write something up for the paper and forward to Cherry. He also suggested creating a donation thermometer with a $500,000 donation goal and including the pictures we have now to be posted in a public area.

Apparatus Winterizing Project: Robert Hall will run a test project.

Paramedic Per Diem Project**:** Tegan is interviewing a candidate tomorrow and will get references and check licenses. Cherry Simi mentioned she may have housing available after October.

1. **PROGRAM UPDATES: Frank Lang**

EMT Training Course: Tegan reported there are 12 students and course is going well.

1. **BUSINESS ITEMS OLD:**

Work Injury Policy Update: Frank Lang: In Progress

Ambulance MOU: Frank reported the County does not want an Agreement with DFPD, so we will not have one. We will have an MOU with Pliocine Ridge and Sierra City and an Agreement with NorCal. The Ad Hoc Committee is comprised of Lila Huer, Paul Roen, Frank Lang and Steve Folsom.

1. **BUSINESS ITEMS NEW:**

DFPD Special Property Tax Resolution: Frank stated this is basically the same Resolution passed before. He would like to include it in the March 2024 Primary. A vote was taken to be included in the Resolution with 4 ayes and one absent. Cherry Simi suggested we start doing press releases.

Diane Wharff motioned to approve and Cherry Simi seconded. Motion passed 4.0.0.

1. **DISCUSSION:**
* Conflict of Interest Policy: Liz: In Liz Fisher’s absence, Frank Lang explained the attachment as the Sierra County Standard Form ByLaws and moved this item for adoption to the October 2023 meeting. CC will email a copy to Commissioners.
1. **NEXT BOARD MEETING:** Wednesday, October 18, 2023 at 3:00 p.m.
2. **MOTION TO ADJOURN:**

Greg Johnson motioned to adjourn and Cherry Simi seconded. Motion passed 4.0.0. Frank Lang adjourned the meeting at 5:12 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary