

Downieville Fire Protection District Board of Directors Minutes

October 16, 2024

3:00 P.M.

Downieville Community Hall, Downieville

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 3:00 p.m.
Roll Call: Roll Call completed by CC Gelatt, Recording Secretary. Quorum established.
Commissioners Present: Greg Johnson, Chair; Liz Fisher, Risk Manager; Diane Wharff, Commissioner; and Cherry Simi, Treasurer
Commissioners Absent: None
Staff Present: Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; Stephanie Villa, Bookkeeper; and Stephanie Aufdermaur, Dispatch Supervisor
Staff Absent: None
Others Present: Frank Lang
 - **Approval of October 16, 2024 Agenda:** Secretary Gelatt advised Commissioners of the following items added to Agenda Item #6: Injury Reporting Policy, Injury Reporting Form, and On-Boarding Documents. Commissioner Simi motioned to approve the Agenda as corrected and Commissioner Fisher seconded. Motioned passed 4.0.0.
 - **Approval of September 18, 2024 Minutes:** Commissioner Wharff motioned to approve the Minutes and Commissioner Simi seconded. Motion passed 4.0.0.
2. **PUBLIC COMMENT OPPORTUNITY:** None
3. **ANNOUNCEMENTS AND CORRESPONDENCE:** Treasurer Simi advised the Commissioners that DIG's revenue from the Brewfest was \$20,000 minus expenses of \$6,000 resulting in a net profit of \$13,000. Mike Taylor and Stephanie Villa, representing DIG, will donate \$10,000 of the net proceeds to Downieville Fire Protection District at their November 20, 2024 Commissioners Meeting. Ryan from the Mountain Messenger will also attend to take pictures and write an article for the newspaper. Frank Lang is also writing a letter for publication.
4. **FINANCIAL REPORTS: Treasurer Cherry Simi and Bookkeeper Stephanie Villa**

Treasurer's Report: Treasurer Simi verbally reported the Bank Statement of Accounts Summary as follows:

Total Available Balance of Cash Accounts	\$Not Provided
New Firehouse Fund	\$293,339.82
Paramedic/ALS	\$ 79,244.21
Urgent Care	\$.10
Building Reserve	\$ 16,184.29
Ambulance	\$ 5,002.97

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Apparatus	\$ 13,039.32
General Checking	\$ 178,538.75
Outstanding Credit Cards	\$ 2,167.59

Treasurer Simi said the Urgent Care Account is now closed with a \$0 balance with those funds being transferred into the Regular Checking Account. Frank Lang has been removed from the account. The .10 cents shown in the Urgent Care Account on the WFB Account Balances hand-out has been moved into the General Checking Account. Frank Lang asked Bookkeeper Villa to check with Jake with GSRMA about the Urgent Care malpractice insurance refund.

Bookkeeper Report:

Bookkeeper Villa verbally reviewed the Bookkeeper Reports. Commissioners discussed Pre-Positioning payments. Fire Captain Hall will forward the document showing the breakdown to Bookkeeper Villa.

Bookkeeper Villa advised Commissioners she had received the Audit Report and Management Letter from our Auditor, Larry Bain and asked how this should be presented to the Board. Frank Lang said it should be emailed to Commissioners for their comment and response, as has been done with previous audits. This item will be added to the November 20, 2024 Commissioners Meeting Agenda for discussion and decision.

Budget Committee:

Chair Johnson had nothing new to report from the Budget Committee and said this item will remain on the Agenda and be reviewed every three months. Treasurer Simi and Bookkeeper Villa will advise on any issues that may arise in the meantime.

Commissioner Fisher motioned to accept the Financial Reports and Commissioner Wharff seconded. Motion passed 4.0.0.

5. OFFICER'S REPORT: Fire Captain Hall (Hand-out)

No additional comments were made to the Officer's Report.

Commissioner Fisher motioned to accept Officer's Report and Commissioner Wharff seconded. Motion passed 4.0.0.

6. COMMITTEE UPDATES: Chair Johnson

New Firehouse: Frank Lang said there has been no new progress since the last Zoom meeting that EMS Captain Folsom reported on at the September 18, 2024 Commissioners Board Meeting. The Forest Service is still working on developing their needs concerning size and configuration. EMS Captain Folsom suggested working with Corey Peterman to help DFPD develop to-scale drawings using a CAD unit. Corey does not have his Architect License; he works under an architect in a San Francisco firm who signs off on his work. This would be a cost

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savings to DFPD. EMS Captain Folsom has sent Corey a 30-page history of the project and is waiting for his response. Frank Lang will write an article for the Mountain Messenger to keep the public informed of the progress of funding for the New Firehouse and also advised we will be receiving two more donations for the project, in addition to the DIG donation. Frank Lang said once we are all in agreement on the drawings provided by Corey and a plot map provided by the Forest Service GIS, we could then proceed with engineering (with help from Forest Service) and go on to develop a plan and a budget. He noted how helpful it has been working with Sierra Madra at the Nevada City Forest Service Office as she coordinates correspondence. Fire Captain Hall said he looked at the new Novato Firehouse which was a joint project with CalFire. He will get copies of their blue prints so DFPD can review and use as an example of what can be done and demonstrate that a joint project can work.

New Apparatus: Discussed in the Officer's Report.

Structural Repairs on Foundry Building: Debris has been removed. Waiting to hear back from Bob Eiermann or Jeff Zimmerman. EMS Captain Folsom will install new lights.

Ambulance Run Report: Paramedic Harrington verbally reviewed the Ambulance Run Report for the Commissioners. Discussion ensued with regard to standing down the Per Diem Paramedic November 1, 2024 and the Per Diem Paramedic, as well as the Housing Contract. Paramedic Harrington announced he had been accepted into medical school which starts August 1, 2024. In preparation for recruitment for a new Paramedic to replace Paramedic Harrington, he gave Chair Johnson a copy of his contract and also provided to Commissioners on-boarding documents he had prepared for use in the hiring process. After Commissioner discussion, Commissioner Fisher motioned to begin the recruitment process for a new Paramedic and to form a Recruitment Committee consisting of Frank Lang, Sarah Kubley, Tegan Harrington, Steve Folsom, Cherry Simi, Diane Wharff, Liz Fisher and Dr. Laiosa. Commissioner Wharff seconded. Motion passed 4.0.0.

Injury Reporting Policy: Paramedic Harrington presented an Injury Reporting Policy to the Board. Commissioner Fisher and Frank Lang said that policy already existed. Paramedic Harrington will look for the previous policy and bring it to the November Commissioners Meeting.

Injury Reporting Form: Paramedic Harrington presented the Injury Reporting Form to the Board. Frank Lang suggested he run it through GSRMA for their comment.

OnBoarding Documents: Paramedic Harrington presented new On-Boarding Documents to the Board for their review.

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

Retention Schedule- Bookkeeper Villa: In Progress.

Dispatch Supervisor Description of Responsibilities-Dispatch Supervisor Stephanie

Aufdermaur: Dispatch Supervisor Aufdermaur presented her final draft of Dispatch Supervisor Responsibilities for Board review, noting she needed to correct a typo at the beginning of the

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document. She also advised there is an interested Downieville resident who would like to become a dispatcher. Commissioners advised her to go through Sheriff Mike Fisher for help in setting up hard lines in the new Dispatchers residence.

Ca.gov Website Domain and Email Addresses-Bookkeeper Villa: In Progress

8. BUSINESS ITEMS NEW: Chair Johnson:

None.

9. DISCUSSION: RECRUITMENT OF NEW COMMISSIONER: Commissioners said they have not received any feedback of interested candidates to date. Frank Lang advised the Board he is interested in returning to the DFPD Board of Commissioners. Commissioners welcomed his interest and encouraged him to go to the Clerk-Recorders Office and fill out an application.

10. NEXT BOARD MEETING: Wednesday, November 20, 2024 at 3:00 p.m.

11. MOTION TO ADJOURN: Commissioner Fisher motioned to adjourn and Commissioner Simi seconded. Motion passed 4.0.0. Chair Johnson adjourned the meeting at 4:39 p.m.

Minutes Respectfully Submitted,

CC Gelatt
Recording Secretary