**March 15, 2023**

**3:00 P.M.**

**DOWNIEVILLE COMMUNITY HALL**

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 3:03 p.m.

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

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

**Commissioners Absent:** None

**Staff Present:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Loryce Ashby, Bookkeeper

**Staff Absent:**  None

**Others Present:** Joyce White and Lee Brown

* Approval of March 15, 2023 Agenda: Cherry Simi motioned to approve Agenda and Cherry Simi seconded. Motioned passed 5.0.0.
* Approval of February 15, 2023 Minutes: Frank Lang stated the District did not have the authority to appoint Greg Johnson a Commissioner so any motions made or participated in by him need to reflect that; this will not affect any votes taken. Liz Fisher motioned to approve the Minutes as amended and Diane Wharff seconded. Motion passed 5.0.0.
1. **Public Comment Opportunity:** Lee Brown expressed his praise and appreciation for the assistance provided by two DFPD AEMT’s at a recent incident. He also said Sierra County’s Hazard Mitigation Plan needs Special Districts support in the form of a letter which is due by May 10 so they can apply for funding.
2. **Announcements and Correspondence:** Cherry Simi asked for an update on the new Paramedic. Frank said Tegan would be coming by March 27 and had been in contact with landlords on Sunnyside. His license is in progress and he is in contact with NorCal EMS. DFPD will introduce him (“Meet the Paramedic”) during EMS Week on May 13 at the Open House which will feature a BBQ.
3. **Financial Reports:**

Treasurer’s Report: Cherry Simi handed out the Statement of Bank Accounts and summarized as follows:

Total Available Balance $650,530.97

New Firehouse Fund $281,125.49

Paramedic/ALS $186,221.36

Building Reserve $ 10,022.32

Ambulance $ 5,000.85

Apparatus $ 109,200.98

DFPD Checking $ 58,959.97

Outstanding Credit Cards $ 262.31

Bookkeeper Report: Loryce handed out the Profit and Loss By Class Report . She further explained there is an outstanding of $3,011.20 in the DFPD Checking Account putting the balance at $55,948.72, which in addition to an Urgent Care balance of $9,019.44 and outstanding credit card charges of $764.91 leaves an actual balance of $46,164.30. Liz Fisher motioned to accept the Financial Reports and Greg Johnson seconded. Motion passed 5.0.0.

Regarding creating a separate Urgent Care deposit account, Cherry advised she had talked to Wells Fargo and found it was an involved process to set it up. After discussion by the Commissioners, it was decided to move forward with setting up a Transfer Account for UC funds instead of a Deposit Account. For the purpose of the Minutes Frank Lang asked Cherry to make a formal motion. Cherry motioned she will look into establishing a Transfer Account for Urgent Care rather than a new Deposit Account and will check into the necessary steps for that; Diane Wharff seconded. Motion passed 5.0.0.

1. **Officer’s Reports: Robert Hall and Steve Folsom – See Attached Officer’s Report**

Robert Hall handed out the Officer’s Report. Additional comments to the report are as follows:

**Item 2d-AFG, SAFER Grant:** Steve Folsom suggested we access the OHV Grant who funds 90% of applicants. Discussion followed regarding getting a dedicated person to check for available grants, write the grant, track requirements, responsibilities, period of performance, etc.

**Item 4-Strategic Plan Draft:** Robert handed out the Draft Plan and asked the Commissioners to review. Frank Lang will put this item on the April Agenda.

**Item 6-Proposed Fire Break:** Commissioners discussed how we could get higher priority with the Fire Safe Council. Suggestions put forth were writing a letter to Supervisor Lee Adams and carbon copying Daniella at the Forest Service. Also discussed was developing some small projects for Fire Safe Council.

**Item 8-Personnel:** Robert advised there is a person interested in training as an ambulance driver and asked who will pay the approximately $300 in charges for finger printing, physical exam, etc. After discussion it was decided a Policy is needed to address this issue, but for this particular person the matter will be put on the Fire Association Agenda for them to pay in this instance since no Policy currently exists. This will also be put on the Budget Committee Agenda for discussion at their next meeting.

**Item 10-Conclusion, Questions, Comments, Constructive Criticism:** Steve Folsom talked to LeTina at Sierra County about surplus equipment and supplies. The ambulances are now well-stocked with backboards and bleeding control kits are on the apparatus. We also got a wheelchair that went to the Golden Rays. Diane Wharff motioned to accept the Officer’s Report and Liz Fisher seconded. Motion passed 5.0.0.

1. **Committee Updates: Frank Lang**

New Firehouse: Frank Lang hasn’t heard back from Gabe at the Forest Service regarding a date for the meeting.

Budget Committee Proposed Agenda: A Budget Committee meeting was scheduled for 4-13-2023 at 10:00 am. In the Masonic Hall. Attendees will be Frank Lang, Greg Johnson, Loryce Ashby, Steve Folsom and Robert Hall.

1. **Program Updates: Frank Lang**

ET3 Agreement Policy: Frank is waiting to hear from Image Trend regarding the work-around for the data. We now have tablets on the ambulances but still need to complete paper documentation as well.

Fire Department Ambulance Billing Policy: This item is on the Budget Committee Agenda for discussion.

Ground Ambulance Reporting System: Meeting tomorrow at the District Office at noon.

1. **Business Items Old:**
* Work Injury Policy Update: In progress.
1. **Business Items New:**
* Appointment of new commissioner, Greg Johnson: Commissioners formally congratulated Greg and offered their appreciation for his commitment to the DFPD.
* Joint Meeting DFPD/PRCSD/NORCAL EMS Ambulance MOU: As an information item, Frank proposed creating a MOU Committee to include Steve Folsom, Robert Hall, Diane Wharff and himself to address this issue.
1. **Discussion:**
* Conflict of Interest Codes Policy: Liz Fisher advised the County put their Conflict of Interest Policy on the Board of Supervisors Agenda and wondered if DFPD could use this document for our new Policy. She will check to see if this was approved by the Board of Supervisors and will also send a copy to Frank.
* Alleghany Ambulance Billing and Maintenance – Frank: Pending
1. **Next Board Meeting:** Wednesday, April 19, 2023 at 3:00 p.m.
2. **Adjournment:** Liz Fisher motioned to adjourn and Greg Johnson seconded. Motion passed 5.0.0. Meeting adjourned at 4:59 p.m.

Minutes Respectfully Submitted:

CC Gelatt, Recording Secretary