**April 17, 2024**

**3:00 P.M.**

**MASONIC HALL, DOWNIEVILLE**

1. **CALL TO ORDER:** Vice Chair Greg 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, Vice Chair; Cherry Simi, Treasurer; Liz Fisher, Risk Manager; and Diane Wharff, Member

**Commissioners Absent:** Frank Lang, Chair

**Staff Present:** Robert Hall, Fire Captain; Steve Folsom, EMS Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; Joyce White, Dispatch Supervisor; and Bookkeeper Jenny Varn who left the meeting at 3:52 p.m.

**Staff Absent:** None

**Others Present:**  None

* **Approval of March 17, 2024 Agenda:** Commissioner Simi noted the time on the Agenda is incorrectly stated as 5:00 P.M. and should be corrected to 3:00 P.M. Vice Chair Johnson also noted the addition of a “hand-out” for Agenda Item 4b: Budget Committee. Commissioner Fisher motioned to approve the Agenda as corrected and Commissioner Wharff seconded. Motioned passed 4.0.0.
* **Approval of March 20, 2024 Minutes:** Commissioner Simi motioned to approve the Minutes and Commissioner Fisher seconded. Motion passed 4.0.0.
* **Approval of March 25, 2024 Emergency Meeting Minutes:** Commissioner Fisher motioned to approve the Minutes and Commissioner Wharff seconded. Motion passed 4.0.0.
1. **PUBLIC COMMENT OPPORTUNITY:** None
2. **ANNOUNCEMENTS AND CORRESPONDENCE:** None

1. **FINANCIAL REPORTS:**  **Cherry Simi and Jenny Varn**

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

Total Available Balance of Cash Accounts $830,991.84

New Firehouse Fund $293,325.12

Paramedic/ALS $122,372.06

Urgent Care $ 26,718.46

Building Reserve $ 16,183.47

Ambulance $ 5,002.72

Apparatus $ 16,277.57

DFPD Checking $ 351,112.44

Outstanding Credit Cards $ 1,797.89

Commissioner Fisher advised the Board she was removing herself as a signatory on the WFB accounts effective May 1, 2024. Commissioners noted the remaining signatories on WFB accounts were Commissioners Lang, Johnson, Simi and Wharff.

**Bookkeepers Report:**

Bookkeeper Varn reviewed the financial reports. She advised the check for $285,750.00 for the new apparatus is ready to go. Once it is signed and we have authority to release it, she will mail via certified mail requesting signature upon receipt. She also advised the Board she was resigning effective May 31, 2024 and stated she would be available to train her replacement to ensure continuity of operations and that she would provide support beyond May 31 if needed.

**Budget Committee:** Vice Chair Johnson handed out Budget Reports and said Chair Lang had asked that we get the budget in line with the PDL descriptions. Vice Chair Johnson explained the two budgets he created are the same description and order as the Profit and Loss Statement. The first Budget (in small print) is the entire PDL and shows all the categories. The second Budget is exactly the same as the first Budget but it is condensed down so for expenses you’re only looking at expenses for each section. The numbers here are the last 12 months of actual costs beginning March 1, 2023. Vice Chair Johnson said no action is required today; Frank just wanted to get it out to Commissioners for review. The Budget Committee will also be looking at this.

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

1. **OFFICER’S REPORT: Robert Hall (Hand Out)**

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

**Item #11: Station 1**: Fire Captain Hall noted he was hoping the contractor doing the work on the Community Hall would be able to work on the Station roof to prevent future leaks.

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

1. **COMMITTEE UPDATES: Frank Lang**

**New Firehouse**: EMS Captain Steve Folsom advised Representative Kiley’s office had to cancel the upcoming meeting and it will be rescheduled. In addition, Forest Supervisor Eli Ilano is away on assignment. There is a new Forest Service District Ranger as well, who is very receptive and wants to see this project go through.

**New Apparatus**: Fire Captain Hall advised the apparatus is ready to ship upon their receipt of our check. He said this new apparatus is a good thing for the community and wants to make sure it is properly stocked. The Fire Association doesn’t have much money left for this purpose so he thought we could involve the Community with a sale of new fire hose at $2.50/foot with the buyer’s name on it and give it permanent placement on the new apparatus. He also noted that other fire departments conduct an informal ceremony involving all fire fighters upon delivery of new apparatus by having the firefighters push it into the bay. He would like to do something similar here. He is working on an article for the newspaper as well.

**Structural Repairs on Foundry Building**: Fire Captain Hall will organize a work crew to clear out the blackberry bushes at the back of the building so Robert Eiremann can complete assessment of structural repairs needed.

**Ambulance Run Report**: Paramedic Harrington verbally reviewed the Ambulance Run Report for the Commissioners. Discussion of the AEDs centered on making sure the community knows where they are located and communicating that anyone is capable of using them, which is always a better option than doing nothing. He said there is a Pulse Point app you can download to see where AEDs are located. Bookkeeper Varn will talk to LeTina about getting an AED for the Courthouse lobby.

 He said he is interviewing for a new Paramedic on April 24 and anyone who like to attend is welcome. The new Paramedic will serve as a back-up to Tegan and Moses as needed.

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

Retention Schedule: Pending

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

**Policy C-1:Paramedic “Own Time” Rate Change**: Commissioner Fisher motioned to approve the C-1 Policy to increase the Paramedic (own time) hourly rate from $21.00/hr. to $38.47/hr. with backpay and Commissioner Wharff seconded. Motion passed 4.0.0.

**C-1 Compensation Schedule Review**: Commissioners reviewed Attachment 5a-Draft Compensation Rates Policy C-1. After thorough discussion, the following rate changes were suggested: Secretary $25.00/hr.; LVN $25.00/hr; EMS Supervisor $20.00/hr.; EMT $18.00/hr.; Dispatcher $18.00/hr.; Ambulance Driver $18.00/hr.; and Ambulance Helper (FF, EMR) $16.00/hr. Commissioner Fisher motioned to approve the above-stated rate changes and Commissioner Simi seconded. Motioned passed 4.0.0.

Night Call Rate and Dispatch Phone Allowance categories will be carried forward for further discussion at the May 15, 2024 Commissioners Meeting. Joyce White will provide a copy of the 2015 C-1 policy regarding the Night Call Rate. Clarification of the term “when scheduled” for Dispatch Phone Allowance will be determined. Verification of minimum wage will be determined.

**Medical Director Contract 2023-2024**: Commissioner Wharff explained the 2023-2024 Medical Director Contract was not done and Dr. Laoisa has not been paid for several months. We need to approve the contract for the 2023-2024 time period. Commissioner Fisher motioned to approve this contract with back pay and Commissioner Wharff seconded. Motion passed 4.0.0.

**Bookkeeper Resignation**: Discussed in Item #4: Bookkeepers Report

**Dispatch Supervisor Resignation**: Joyce White advised she is resigning her position as Dispatch Supervisor effective 4-30-2024 and Stephanie Aufdermaur is training to take the position upon approval.

**GSRMA 2024-25 Contribution Indication & Payroll Estimate**: Commissioner Fisher explained this is an annual request from GSRMA requesting DFPD to update and submit payroll information. The DFPD Bookkeeper completes the report and Liz Smith from GSRMA will provide any help if needed.

**WFB Signatory**: Discussed in Item #4: Treasurers Report

1. **DISCUSSION:** Paramedic Harrington advised he has streamlined the Paramedic new hire interview process and created a new hire packet containing all paperwork necessary required to clear and verify applicant for employment as well as providing the necessary paperwork required by the DFPD bookkeeper.
2. **NEXT BOARD MEETING:** Wednesday, May 15, 2024 at 3:00 p.m.
3. **MOTION TO ADJOURN:**

Commissioner Wharff motioned to adjourn and Commissioner Fisher seconded. Motion passed 4.0.0. Vice Chair Johnson adjourned the meeting at 4:35 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary