

Downieville Fire Protection District Board of Directors Minutes

June 19, 2024

3:00 P.M.

MASONIC HALL, DOWNIEVILLE

1. **CALL TO ORDER:** Chair Lang called the meeting to order at 2:57 p.m.
Roll Call: Roll Call completed by CC Gelatt, Recording Secretary. Quorum established.
Commissioners Present: Frank Lang, Chair; Greg Johnson, Vice Chair; Cherry Simi, Treasurer; Liz Fisher; Risk Manager
Commissioners Absent: Diane Wharff, Member
Staff Present: Robert Hall, Fire Captain; Steve Folsom, EMS Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; Stephanie Aufdermaur, Dispatch Supervisor; and Bookkeeper Stephanie Villa.
Staff Absent: None
Others Present: None
 - **Approval of June 19, 2024 Agenda:** Commissioner Fisher motioned to approve the Agenda and Commissioner Simi seconded. Motioned passed 4.0.0.
 - **Approval of May 15, 2024 Minutes:** Commissioner Fisher motioned to approve the Minutes and Commissioner Johnson seconded. Motion passed 4.0.0.
2. **PUBLIC COMMENT OPPORTUNITY:** None
3. **ANNOUNCEMENTS AND CORRESPONDENCE:** None
4. **FINANCIAL REPORTS:** Cherry Simi and Stephanie Villa

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

Total Available Balance of Cash Accounts	\$594,627.21
New Firehouse Fund	\$293,330.02
Paramedic/ALS	\$ 88,409.88
Urgent Care	\$ 25,034.80
Building Reserve	\$ 16,183.75
Ambulance	\$ 5,002.80
Apparatus	\$ 16,277.84
DFPD Checking	\$ 150,388.12
Outstanding Credit Cards	\$ 1,816.80

Downieville Fire Protection District

Board of Directors Minutes

Bookkeeper Report:

Bookkeeper Villa reviewed the financial reports noting there has not been much change. She explained income is up approximately \$2,000.00 and noted we have not received many payments from Sharp which may be related to ongoing address problems. Bookkeeper Villa will follow up with Commissioner Wharff. QuickBooks will transfer to online version and should be done next week. Bookkeeper Villa and Chair Lang will have a discussion regarding the Auditor issue.

Chair Lang asked for an update on the DMV taxes due on the new apparatus. Fire Captain Hall advised he had spoken with our assigned support person from the California Tax Department but did not feel he received any definitive direction from him. Commissioner discussion followed with Treasurer Simi confirming that since everything had been moved to the General Fund, she would need to transfer \$11,000 to the Apparatus Fund which will bring the current balance of \$16,277.84 to the needed \$27,000 for DMV taxes that are due. Chair Lang directed we move ahead and pay the DMV taxes and asked Fire Captain Hall to work with Treasurer Simi and Bookkeeper Villa to get the new apparatus registered and paid.

Budget Committee: Vice Chair Johnson verbally reviewed the budget and noted the Budget Committee updated the format so that it now matches our P&L and all of our descriptions. They will continue to work on consolidating items and getting categories to match. The Budget currently stands as a balanced budget at zero dollars. Because of new ownership of The Lure 20% was added in, but a 2% increase in property tax doesn't amount to much. As a result, in order to make the Budget balance, included were donations of \$5,000 from the Auxiliary, \$5,000 from SFMR and the \$27,000 from the Apparatus Fund which, at that time, wasn't going to be used. Since the Board just directed that \$27,000 be used to pay the DMV taxes on the new Apparatus, we will now need to take another look at staying balanced. Chair Lang noted the Budget is a work in progress and will need to be revisited as new issues arrive, however, at this moment this is a balanced budget at zero dollars and asked for a motion to adopt this Budget. Commissioner Fisher motioned to adopt and Commissioner Simi seconded. Motion passed 4.0.0.

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

5. OFFICER'S REPORT: Robert Hall (Hand Out)

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

Item #8a,ii,1: Chair Lang asked Fire Captain Hall to provide him with the matching dollar amount needed from an alternate source for the trailer and necessary equipment.

Item #10a: Chair Lang directed we should make it a project to stock #7360 with updated equipment.

Downieville Fire Protection District

Board of Directors Minutes

Item #10d: Commissioners had a lengthy discussion regarding what to do with #7381. Vice Chair Johnson motioned to refer #7381 to a broker to sell, and to obtain a quote that includes the sale and appraisal plus broker's fee. In addition, we will write a letter to the original donor, Sac Metro, advising them of our intent to sell. Commissioner Fisher seconded. Motion passed 4.0.0.

Item #15-Personnel: Fire Captain Hall advised the Commissioners this summer would be his last as Fire Captain for DFPD. He has no set termination date but will clean up the issues he started and relinquish his senior position and go back to being a fire fighter. He noted his love for the DFPD and its people.

Vice Chair Johnson motioned to accept the Officer's Report and Commissioner Fisher seconded. Motion passed 4.0.0.

6. **COMMITTEE UPDATES: Frank Lang**

New Firehouse: Resolution #2024-03 to Approve Submittal of Special Use Permit: Chair Lang presented Resolution #2024-03 and advised he has submitted the Special Use Permit and would like to back up that action with the authority the Commissioners wanted him to do it. He further stated that sometimes, when a committee presents an issue to their Board, that then becomes the basis of the motion to consider. Therefore, the motion for adoption of Resolution 2024-03 came from Chair Lang and Commissioner Fisher seconded. Motion passed 4.0.0. Chair Lang will check the status with the Forest Service.

New Apparatus: Chair Lang noted the new apparatus was discussed previously in Agenda Item #4 under Bookkeepers Report which moved us to a discussion on a new pump trailer and the sale of #81.

Structural Repairs on Foundry Building: Pending on removal of debris.

Ambulance Run Report: Paramedic Harrington verbally reviewed the Ambulance Run Report for the Commissioners and gave an overview of the billing by Sharp for the year with focus on the most frequent ambulance rides, payments made and denials. He will discuss further with Commissioner Wharff. He also advised Paramedics Chris Leahy and Moses Espatho would provide coverage for him while he is on vacation. He said the plan is to end their per diem service sometime in October/November.

Regarding the Wildland Extrication Policy, Chair Lang said some of these things may get confused because there is a difference between Policy, Procedures and Standard Operating Procedures. He is working with Patricia Eyres, Legal Counsel for GSRMA, who is looking at all of our policies to determine the proper categorization so there is a clear separation between our ideology and our process. She will get back to Chair Lang after her review.

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

Downieville Fire Protection District

Board of Directors Minutes

Retention Schedule- Stephanie Villa: Bookkeeper Villa explained she downloaded the attached Retention Schedule from a PDF of the Arcata Fire District as provided to her by former Bookkeeper Jenny Varn. She will work with Secretary Gelatt for a further review of the document as well as checking on the cost from Streamline to use the Cloud. The Retention Schedule remains a work in progress.

8. BUSINESS ITEMS NEW: Frank Lang

Dispatch Supervisor Description of Responsibilities: Dispatch Supervisor Aufdermaur provided a draft of the Description of Responsibilities. Commissioner discussion followed with Chair Lang asking her to update it and make it a useful tool.

Resolution #2024-05 Ca.gov Website Domain and Email Addresses: Bookkeeper Villa presented Resolution 2024-05 and explained it is a State requirement under AB1637 that the District have a .gov web domain and email addresses. She noted it would take approximately 6 months before it is up and running. Commissioner Fisher motioned to adopt Resolution #2024-05 and Commissioner Simi seconded. Motion passed 4.0.0.

Wilderness Extrication Policy: Commissioners reviewed and Chair Lang advised the compensation price needs to be looked at by the Budget Committee and brought back to the August 2024 Board Meeting.

Dr. Laiosa Medical Director Contract Renewal: Commissioner Fisher motioned to approve and Vice-Chair Johnson seconded. Motion passed 4.0.0.

Paramedic Harrington Contract Renewal: Commissioner Fisher motioned to approve and Commissioner Simi seconded. Motion passed 4.0.0.

Policy A9a: Credit Card for Bookkeeper: Secretary Gelatt presented a new A9a Credit Card Policy for closing prior Bookkeeper Varn's credit card and opening a new credit card for DFPD's new Bookkeeper Villa. Commissioner Fisher motioned to approve and Commissioner Simi seconded. Motion passed 4.0.0.

Policy C-1 Compensation Rates for Column Writer "At the Firehouse": Secretary Gelatt presented a revised C-1 Policy eliminating the position "Writer for At The Firehouse" because that task will be rolled in to the Dispatch Supervisor Position. Vice-Chair Johnson motioned to approve and Commissioner Fisher seconded. Motion passed 4.0.0.

2024 Local Agency Biennial Notice (Conflict of Interest): Secretary Gelatt presented Notice to Commissioners. Commissioners agreed there would be no changes to the DFPD Conflict of Interest Policy.

Workplace Violence Training: In Progress.

9. DISCUSSION: Chair Lang and Paramedic Harrington will discuss cutting the Per Diems and bring back their recommendation to the Commissioners at the August Board Meeting.

10. NEXT BOARD MEETING: Wednesday, August 21, 2024 at 3:00 p.m. There will be no regularly scheduled Board Meeting in July due to all of the events occurring in Downieville that month.

Downieville Fire Protection District Board of Directors Minutes

11. **MOTION TO ADJOURN:** Commissioner Fisher motioned to adjourn and Vice-Chair Johnson seconded. Motion passed 4.0.0. Chair Lang adjourned the meeting at 5:00 p.m.

Minutes Respectfully Submitted,

CC Gelatt
Recording Secretary