Frank Lang, Chair, open **January 19, 2022** meeting at 3:0p.m.

Roll call completed by Loryce Ashby, Sec. Meeting in person with masks and 6ft distancing.

Commissioners Present: Frank Lang, Mike Galan, Liz Fisher, Diane Wharff and Cherry Simi who arrived 15:50.

Commissioners Absent:

Staff Present: Robert Hall, Fire Captain, Steve Folsom EMS Captain, Loryce Ashby, Bkkpr

Staff Absent: Joyce White, Disp. Supv., Cynthia Gelatt, Sec.

Others Present:

**Approval of January 19, 2022 Agenda:** Motion to approve by Diane Wharff, second by Mike Galan. Motion accepted 4.0.0

**Approval of December 15, 2021 Minutes**: no minutes presented, will need to be accepted/changed at next meeting.

**Public Comments:** none

**Announcements & Correspondence:**  Received a UC donation of $500 from Thomas Andrews (of the Costa House) *for the wonderful care taken by Frank Lang from “Horse & Buggy Medicine”. Thank you for the compassionate service!!* Received communication from Nordian regarding the requirement of reporting medical ground & air transportation which was handed over to Diane Wharff for follow through.

**TREASURER and BOOKKEEPER REPORT:** Handouts of R-1 Reports, Balance Sheet, P&L and UC Balance and Fire House fund update, also included are Sierra County Testing and Vaccine Balances and pending grants.

Checking: $ 61,485.12

Paramedic: $ 13,351.32

Firehouse Fund $269,622.80

Cash Total $344,459.24

Less Outstanding $ 8,284.14

Total $336,175.51

CD # 2871 $ 10,020.27 (building reserve)

CD# 2872 $ 27,457.62 (equipment reserve & $5000 for ambulance reserve)

Total Investments $ 37,477.89

**Urgent Care Balance:** Donations as of 12/31/2021 $13,226.33. Expenses as of 12/31/21 $5,363.80. Balance available $7,862.53.

**Paramedic Fund Balance**: $13,351.32 as of 01/19/2022.

**Property Tax & TOT Tax Status:** There was discussion of which account these funds are to be deposited as it was decided there is a need to determine the possible percentages for both EMS and Fire due to there always being a fire response in EMS calls. Frank has asked Captains Hall and Folsom to give recommendations to the Board. A policy will need to be done upon completion of the research.

**Fire House Fund Balance**: as of 01/19/2022 $269,622.80.

**Audit Requirements and Status**: We had received a quote from Fechter & Company out of Sacramento of up to about 15,000.00. Liz has asked them to review the quote and see if there is anything that can be done to bring the cost down and **their response was *no change***. Cherry Simi informed the Board of a quote received from Zack Pehling, CPA, MBA for the Beckwourth Fire District of $7,000 with $3500 deposit and the balance paid upon completion. Diane asked if there would be any additional charges and Cherry will follow up. Cherry did leave a messages for Susan Scarlett of Quincy and Clay Singleton of Grass Valley and will check again next week. **Liz motions to approve the Zack Pehling quote via email after Cherry receives quotes from the other possible auditors, seconded by Mike Galan 4.0.0.**

**Cal OES Prepositioning Funding**: No funds received yet. All required paperwork has been submitted. I was not clear in explaining the addition of the **company paid taxes** (*not county*).

**Sierra County Covid Testing Program Update**: FY 2020-2021 started with $10,750.00 (ending balance) $ 9,808.51. FY 2021-2022 allocated $75,000.00 (balance as of 01/18/2022) $42,059.11.

**Sierra County Covid Vaccination Update:** FY 2020-2021 allocated with $58,694.00 (ending balance) $32,978.70. FY 2021-2022 allotted $133,225.00 (balance as of 01/18/2022) $128,365.39.

**Bookkeeper and Secretary Position Status**: Our new Secretary, Cynthia Gelatt, was not able to attend this meeting due to illness and because of this we have not been able to begin training.

**Diane Wharff motions to approve the Treasurer & Bookkeeper Report, second by Mike Galan. Motion accepted 5.0.0.**

**Officers Report:** Capt. Hall informed the Board that due to the Holidays and weather conditions our priorities have been hampered. Now is the time to prepare for next summer.

**December Dispatched Calls**:

1. **Downieville** – 2 public assistance, 1 help line activation, 5 medical, 1 mutual aide, 2 power lines down and 35 UCs (a total of 291 for the year).

2. **Pike** – 1 non-injury auto accident.

3. **Alleghany** – 1 fire alarm.

4. **Sierra City** – 1 medical, 1 public assist.

 5. **Dispatchers** logged a total of 553 calls for the 2021 year. Well done!

**Open Items:**

1. **Paramedic & EMS Staffing & Housing Options**: currently working on setting up housing.

2. **AFG Grant**: Submitted for possible 16,000 to 20,000. All paperwork must be completed for the year.

3. **EMS PCR Software & Billing**: Sharps contract in place. We will continue to work with Valley Collections, Digitech will terminate January 31st, so all paperwork must be completed before that date. We will be using Image Trend and Frank wanted to thank Collin Green for all his help in getting the programs up and running to begin February 1st. Robert wanted to Thank Collin for his assistance with the Fire Office computers. Loryce has given Collin the Domain information for .org emails.

4. **Apparatus Priorities**: As reviewed during December’s meeting the apparatus priority is to obtain a Type 3 before summer.

5. **Ground Ambulance Data Collection System**: Diane will be handling the requirement. Steve and Frank to be added as administrators. Robert has asked Mike Galan to oversee passwords and log ins so we will not loose the information.

**What we learned during our last snowstorm:**

 **1. Lack of resources:**

**a.** Old guys can only shove ½ of that of a young guy so we are asking the Association for the funding to purchase a snow blower for hydrants, fire house doors and at-risk residents. To be used daily throughout the storm. Also may need a trailer to haul it from location to location. Cherry asks if OES will pay for it and it was explained that they could take it away since they would own it.

**b.** We still need a better system for heating stations when the power goes out. We can use Latina’s pre-positioned generator at Station 3.

**c.** Adding more backup for the power on the Ruby repeater. The batteries did last 12 days even with SO’s added traffic. The County has suggested a post storm meeting to review repeater concerns. No date has been set.

**Inter Department Communication:**

1.Need for more concern given to not compromising station doors with berms.

2. Better flow of information when the LZ was being used by other agencies so an alternate LZ can be set up for Care Flight.

3. During this week’s Supervisors call, Tim Beals mentioned a proposed capability of setting up a system wherein gas can be available for generators used during power outages. Nothing definite, at this time.

**Training:**

1. Most important is the continued adherence to the Fire Fighter 1 state requirements. May have an on-line option of at home reading with at station skills workshop and sign off.

2. Capstan rescue training waiting for better weather.

3. 7340 was modified to store the new battery-operated extraction equipment. Still need to build dividers and set up shore power to charge batteries.

4. Need to plan for Training days with Sierra City.

5. Need to find out if Forest Service is going to have an all-department wildland fire training day.

**GRANT and Supplemental Funding**:

1. WFRIP, (Wildland Fire Response Improvement Project: asked for and received an extension to complete the final reporting. Still receiving back ordered product. Main item is the 11/2 forestry hose for fire line packs. Still need to compete the online justification report.

2. AFG, (Assistance to Fire Fighters) Jaime and Steve competed and it has been submitted.

3. OTS, (Office of Traffic Safety) Extraction Tools. Need to complete the final report and pictures. Scheduled a conference ca for tomorrow with OTS contact person to review requirements for the Quarterly reports.

**Strategic Plan:** still in progress.

**MOUs:** still in progress. Need to review all MOUs with all pertinent departments for their validity, expiration dates, and if changes need to be made.

**Evacuation Plan:** still in progress.

**Apparatus & other Equipment**:

 1. 7340 needs reconfiguration of storage compartments to store extrication equipment.

 2. Need to consider chaining 7380 and7362.

 3. All other engines serviceable.

 4. Still need to schedule a contractor regarding Station 2 heating issues.

**Recruitment:** ongoing with a need to consider creative programs.

**Projects**:

 1. work on house numbers

 2. review fire lane requirements

 3. Clean station 2.

**Mike Galan motions to accept the Captain’s Report, second by Cherry Simi. Accepted 5.0.0.**

**Urgent Care Update**: Electronic Rx to begin. Robert and Frank to go over the program and train.

**Committee Updates**:

 1. New Firehouse: funding grants still being researched.

**Program Updates:**

 **1. Covid-19 Vaccine Clinics:** next one scheduled for February 23rd.

 **2. PCR & Rapid Covid-19 Testing:** ongoing

**OLD BUSINESS:**

 **1. Work Injury Policy**: in progress

**NEW BUSINESS:**

 **1.** **PG&E Generator Project:** PG&E donated 3 generators to the Dept. Mike Galan has put together a form to be used when loaning a generator to a resident. Mike will be updating the form to include all pertinent information such as equipment included and bring it back to the Board and will send to the Board for review when completed updates.

 **2.** **Compensation Rates:** Liz put forth an increase for the Bookkeeper and include the responsibility of supervising the Secretary role. Increase for Bookkeeper to $25/hr. Increase of Ambulance Helper ad Driver to $15. Liz Fisher motions to accept these changes with the acceptance an addition of PA-C at the rate of $50., second by Cherry Simi, motion passed 5.0.0. Effective January 1, 2022.

**DISCUSSION/ACTION:**

**CLOSED SESSION:**

**NEXT BOARD MEETING:** Wednesday, February 16, 2022 at 15:00

**ADJOURNMENT:**  Diane Wharff motions to adjourn, Liz Fisher second. Adjourned at 17:15