**March 20, 2024**

**3:00 P.M.**

**MASONIC HALL, DOWNIEVILLE**

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 2:59 p.m.

**Roll Call:** Roll Call completed by CC Gelatt, Recording Secretary. Quorum established.

**Commissioners Present:** Frank Lang, Chairman; Liz Fisher, Risk Manager; and Diane Wharff; Member

**Commissioners Absent:** Greg Johnson, Vice Chairman and Cherry Simi, Treasurer

**Staff Present:** Robert Hall, Fire Captain; Steve Folsom, EMS Captain; Tegan Harrington, Paramedic and Ops Manager; Jenny Varn, Bookkeeper; and CC Gelatt, Recording Secretary

**Staff Absent:** Joyce White, Dispatch Supervisor

**Others Present:**  Stephanie Aufdermaur

* **Approval of March 20, 2024 Agenda:** Commissioner Fisher motioned to approve the Agenda and Commissioner Wharff seconded. Motioned passed 3.0.0.
* **Approval of February 21, 2024 Minutes:** Commissioner Wharff motioned to approve the Minutes and Commissioner Fisher seconded. Motion passed 3.0.0.

1. **PUBLIC COMMENT OPPORTUNITY:** None
2. **ANNOUNCEMENTS AND CORRESPONDENCE:** None

1. **FINANCIAL REPORTS:**  **Jenny Varn, Bookkeeper**

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

Total Available Balance of Cash Accounts $ 80,367.41

New Firehouse Fund $293,322.63

Paramedic/ALS $135,470.51

Urgent Care $ 26,668.23

Building Reserve $ 16,183.34

Ambulance $ 5,002.68

Apparatus $ 109,276.85

DFPD Checking $ 81,121.50

Outstanding Credit Cards $ 1,209.52

**Bookkeepers Report:**

Bookkeeper Varn reviewed the financial reports and noted she emailed the Title III Fund reimbursement invoice for $13,000 to Sierra County Auditor Van Maddox with payment to DFPD expected on Friday, March 22, 2024. She also reported that Mr. Maddox presented a Resolution to the Sierra County Board of Supervisors for re-funding Title III and it was approved. She asked Commissioners which DFPD account they would like to allocate the $13,000 payment to and they agreed it should go into the General Fund Account. Bookkeeper Varn will verify with County Auditor Maddox when the Title III Funding will end.

Bookkeeper Varn explained that while paying bills and payroll in Quicken when she backs up and shuts down there are some quirks to the program such as dropping check numbers in Payroll and adding negative amounts to expenses. To that point, she said in the Expenses By Vendor Report the true balance should be $9,173.88. She is aware of the problem and keeps an eye on it.

Closing 2023 Books:

Bookkeeper Varn reviewed options for closing the books. She advised she cannot use Quick Books because access to their assistance is only possible during regular working hours which conflicts with her County job. She reached out again to former Bookkeeper Loryce Ashby but has had no response. Commissioner Fisher will make another attempt to contact Loryce. Bookkeeper Varn reminded Commissioners of Andrea Drew’s proposal to close the books at a price of approximately $3,000-$5,000. Commissioner Lang asked Bookkeeper Varn to bring a proposed Letter of Engagement from Ms. Drew so the Board can act on it at the April, 2024 meeting.

QuickBooks: Bookkeeper Varn was advised by Quickbooks they are moving from a desktop platform to an online platform in July. Our subscription will double to approximately $1250.00/year. It would be an easy conversion; they input all of our data and we’re up and running. She explained switching to another system like licensing off the Sierra County MIP system is not an option due to high cost. Commissioner Wharff motioned to continue with QuickBooks and migrate to the new web-based online platform starting July 1, 2024. Commissioner Fisher seconded. Motion passed 3.0.0.

Commissioner Fisher motioned to accept the Financial Reports and Commissioner Wharff seconded. Motion passed 3 .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 #6: Type 3 Search: Chairman Lang clarified DFPD has the $350,000 needed for the purchase of the Type 3; he just needs an invoice and we can complete the purchase.

Item #13c: Training: Paramedic Harrington explained Title 22 (Public Safety First Aid) training is mandatory and is a comprehensive 21 hour course required of all firefighters. He confirmed we are all certified to teach this course and will pare it down to just the basics. DFPD will keep this training “in progress” and will identify the training as Fire Department First Aid. Commissioner Wharff will email all firefighters advising them of the requirement to take this class and what the training schedule will be.

Commissioner Fisher motioned to accept the Officer’s Report and Commissioner Wharff seconded. Motion passed 3.0.0.

1. **COMMITTEE UPDATES: Frank Lang**

New Firehouse: Chairman Lang reported he attended the Disaster Council Meeting where he met Pat Grant an aide to Representative Kiley. She had the letter we previously sent to Representative Kiley in hand and wanted to understand and be clear specifically what steps DFPD had already taken, where the issue is now, and what we want to accomplish so she could take it to Representative Kiley. It became clear that DFPD has been unable to go beyond the Forest Service District Supervisor level. Ms. Grant is setting up a meeting between Eli Ilano, Tahoe Forest Supervisor, DFPD and Representative Kiley. Once DFPD is given a Letter of Support from Tahoe Forest Supervisor Ilano, we can then proceed with drawings, planning, cost estimates, etc. In addition, Chairman Lang advised he had completed a request for FY2025 Community Project Funding through an Appropriations Request Form that included a survey asking for a description of the project and copies of DFPD’s letters of support. He made specific note that this is a joint project with the Forest Service at an estimated cost of 2.3 million dollars. The request form is due on March 22, 2024. Chairman Lang will forward the completed Request Form to Commissioners.

New Apparatus: Addressed in Officer’s Report under Item #6: Type 3 Search.

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 reviewed the report with Commissioners. He also advised the DFPD Fitness Program started last night and is open to all members. Currently the gym is open from 6:00 – 8:00 p.m. Monday and Wednesday. He will get the word out about the program. He has also applied for the $15,000 Emergency Response Grant. If successful, it could be used for things like a portable Ultra sound machine, laryngoscope, backboards, etc. Chairman Lang asked Paramedic Harrington to also look into the OHV Grant.

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

Yes on Measures A&B Committee: Chairman Lang noted the successful passage of both Measures.

Retention Schedule: Pending

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

Paramedic Compensation Rate Change: Chairman Lang said everyone should get their basic wage for call and Commissioners agreed Paramedic Harrington’s current “own time” rate of $21.00 needs to be updated to reflect his current rate of pay. Commissioner Wharff motioned to update the payroll policy for EMS personnel that reflects the call out rate at the same rate as their normal hourly wage. Commissioner Fisher seconded. Motion passed 3.0.0.

Title III Funding Run Fee: Chairman Lang advised the reimbursement fee for an ambulance run is $1000 per run and the criteria for reimbursement is that it must occur on Forest Service land and DFPD cannot have been paid for the run either by the patient or their insurance.

Commissioner Wharff motioned to set the Title III fund reimbursement fee for an ambulance run at $1,000. Commissioner Fisher seconded. Motion passed 3.0.0.

Commissioner Wharff will contact Sharp and advise them to write off runs DFPD has been paid for.

Verizon Cell Phones: Commissioner Wharff has located two of the three cell phones that were originally intended for use on the ambulance. The third unfound cell phone is of no consequence since the account will be closed. Commissioner Fisher motioned to terminate the Verizon cell phone accounts for these cell phones and Commissioner Wharff seconded. Motion passed 3.0.0.

1. **DISCUSSION:** None
2. **NEXT BOARD MEETING:** Wednesday, April 17, 2024 at 3:00 p.m.
3. **MOTION TO ADJOURN:**

Commissioner Fisher motioned to adjourn and Commissioner Wharff seconded. Motion passed 3.0.0. Chairman Lang adjourned the meeting at 4:36 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary