Frank Lang, Chair, opened the **November 18, 2020** meeting at 3:03

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

Commissioners Present: Frank Lang, Mike Galan and Diane Wharff. Liz Fisher arrived 3:10pm

Commissioners Absent: Irving Christensen

Staff Present: Marty Creel, Fire Chief/Paramedic, Loryce Ashby, Sec./Bkpr.

Staff Absent: Joyce White, Dispatch Supv.

Others Present: none

**Approval of November 18, 2020 Agenda:** **Mike Galan motions to accept the agenda with the addition of AED Donation, second by Diane Wharff. Motion passed 3.0.0**

**Approval of October 21, 2020 Minutes**: **Diane Wharff motions to accept the minutes, second by Mike Galan. Motion passed 3.0.0**

**Public Comments:** none

**Announcements:**  Audit re-scheduled Monday, December 21st.

**Correspondence:**  PG&E Outage for Nov. 30th.

**TREASURER’S REPORT:** Copies of the 2019-2020 P&L and Budget versus Actual to board members. Account balances handout given to board members. Urgent Care balance sheet handed out as well.

Checking: $ 33,477.61

Paramedic: $ 14,672.40

Cash Total $ 48,150.01

Less Outstanding $ 5,207.87

Total $ 42,942.14

CD # 2871 $ 10,019.08 (building reserve)

CD# 2872 $ 27,454.35 (equipment reserve & $5000 for ambulance reserve)

CD# 0618 $ 5,190.60 (contingency reserve)

Total Investments $ 42,664.03

Credit Card Outstanding balance: $ 2,915.84. Mike Galan asked when the credit card payments are made as his card was declined at the end of the month. It was explained the credit card payment is done at the end of each month. Loryce reminded that these financial reports are to be sent before the meeting with the Agenda. Marty will send the R-1 report via email and did report that he is satisfied with the R-1 report and sees no issues.

Frank reports the ET3 Program will start up again Jan 1, 2021 and he is working with R-1 for the billing. Mike Galan asked if this is noted on the PCR and Marty explained that it may be listed on the drop down for type of call.

**Mike Galan motions to accept the Treasurer’s report, second by Diane Wharff. Motion passed 4.0.0**

**CHIEF’S AND EMS REPORT:** Report handed out to all participants.

1. **Totals October 2020 Runs: 38**

**Downieville:** 12 Medical; 4 UC Medical; 5 Other: **TOTAL 21**

**Sierra City**: 6 Medical; 1 Fire; 6 Other: **TOTAL 13**

**Alleghany:** 1 Medical: **TOTAL 1**

**Pike**: 1 Other: **TOTAL 1**

**Total Calls: 36**

**YTD Urgent Care: 61**

(September shows 7 local and 17 non-residential. This will now be given quarterly)

1. PSPS Grant has been submitted at the end of October. Waiting to hear back. It will be approx. 3 month wait. Some of the things requested in this grant is an Oxygen generator, large generator and fuel tank, mobile repeater, back up batteries for the dispatchers, antenna for Ruby and computers for the dispatchers. Total request of about $211,000. Liz has suggested that Loryce will work with Marty on the program for the dispatchers if and when we get (6) computers for the dispatchers. (Frank will give a copy of this grant to be given to Loryce for the file). Once this grant is approved then we work on fine tuning the list.
2. Turnout Grant: a reimbursement type of grant and only for people that has started with the Dept. in 2018. Included will be the Firefighter physicals. Working with Frank to do the physicals. Frank suggests that if we charge a fee the monies go into the Urgent Care fund ( the recommended fee is about $400). Once approved we will be sent banners and posters saying we are looking for volunteers and will also be listed on the website for volunteers. Frank mentioned he will need to purchase a Spirometer and currently searching for a used one.
3. Site visit scheduled with Forest Service December 1st to investigate possible station location in the Forest Service compound. Rendering of possible new firehouse will cost approx. $500. Liz Fisher suggests that a budget item be added.
4. Received Golden State Grant ($1,000) to cover the CPR expenses (Loryce confirms we have already received the check).
5. Working with Eastern Plumas Ambulance on interoperability. Logistics need to be worked on to better work together like a common rendezvous point.
6. Maintenance completed on 7343 so it can be used for Urgent Care. Thank you to Mike Galan for the help. Cost was approx. $1500.
7. Upcoming Projects:
	1. Tablets and software for dispatch with centralized data gathering to aid in department reporting. Regardless of the grant we will go forward with research of software. Mike Galan mentioned that he can also add his ambulance check information in as well. Marty did mention these programs could cost as much as $5000 per year to use and maintain.
	2. Revise Mission and Vision statement. Marty suggests it be revisited.
	3. Looking at ways to ensure mission readiness.
		1. Apparatus readiness: currently Mike Galan does the Ambulance checks. There is a need to do this fairly and not always use the same person.
	4. Update the Strategic Plan in 2021 to reflect the next 5-year goals.
	5. The Auxiliary has agreed to reimburse up to $2600 for turnouts.
	6. Do we want to adopt the CA Fire Code as a District? Benefit vs cost for all these things.

There needs to be an ordinance thru the County and it is a lot to maintain and would require a full time employee. We will not adopt at this time.

**Mike Galan motions to accept the Chief’s report, second by Liz Fisher. Motion passed 4.00**

**FIRE HOUSE COMMITTEE UPDATE**: Mike Galan wanted to thank Frank for all his efforts in getting this going. The County is all in agreement for this. **See Chief’s report line item 3.** Mike and Marty did do a site visit at Oregon House in Dobins to check out their building.

**GRANT COMMITTEE UPDATE**: PSPS Grant **(see Chief’s report).** Looking into other grants.

**OLD BUSINESS:**

1. Work Injury Policy: **Still in process**

**NEW BUSINESS:**

1. Credit Card Policy A-9a review and update – decision to delete Paramedic and add another Ambulance Driver. **Motion to accept these changes by Liz Fisher second by Mike Galan. Motion passed 4.0.0**
2. Nomination of Officers – nominations and acceptance
	1. Mike Galan nominates Frank Lang, Chair. Frank accepts for one more year.

**Mike motions to accept, second Liz Fisher. Motion passed 4.0.0**

* 1. Liz Fisher nominates Mike Galan, Vice Chair. Mike accepts.

**Liz Fisher motions to accept, second Diane Wharff. Motion passed 4.0.0**

* 1. Liz Fisher accepts Treasurer nomination for one more year.

**Mike Galan motions to accept, second Frank Lang. Motion passed 4.0.0**

1. Joint SCHD/DFPD C1 Covid-19 Testing Cooperative Project – We have been asked to partner with Sierra County Health regarding testing and immunization due to the clinic not responding. Frank will attend a meeting to decide location and budget. We will test on 2 platforms (Abbott and lab out of Valencia). There will not be antigen testing in this project. We will need to staff so recruiting is needed. Diane Wharff and Mike Galan have offered to help. After some discussion it is OK’d to proceed.
2. Donation of AED – Mike Galan stated we received a donation of a used AED through Nancy Mees from her friends in payment for her chocolate sales (The value is approx. $1400). Marty will send Thank You cards.

**DISCUSSION/ACTION:** Website Submission – Measures EG&H passed by 70 to 75%. The $60 fee is to be added to the tax role. The district is responsible to give a list of the parcels, so Laura Marshall has volunteered to have the parcel information sent to the tax collector (for free). Frank will send a letter of agreement and put together an open letter to the community for EG&H. Frank is working on the MOU with Sierra City for transfer of funding. This new tax will start July 1, 2021. SFMR will continue to support the Paramedic Fund until revenue starts. SFMR will not disband as there is need for Urgent Care and possible supplement of this tax.

**Liz Fisher motions to accept, second by Mike Galan. Motion accepted 4.0.0.**

**CLOSED SESSION:**

**Next Meeting: Wednesday, December 16, 2020 at 3:00p.m. at the Community Hall**

**Adjournment: 4:52pm - Mike Galan motions to adjourn, second by Diane Wharff. Motion passed 4.0.0**

Submitted by Loryce Ashby, Secretary/Bkpr.