

DOWNIEVILLE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MINUTES
FEBRUARY 16, 2022

Chairman Frank Lang opened the February 16, 2022 meeting at 3:00 p.m.

Roll call completed by Secretary CC Gelatt. Meeting in person without masks in accordance with new State recommendations for COVID.

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

Staff Present: Robert Hall, Fire Captain; Steve Folsom, EMS Captain; Loryce Ashby, Bookkeeper; and Cynthia Gelatt, Secretary.

Staff Absent: Joyce White, Dispatch Supervisor.

Others Present: None

Approval of February 16, 2022 Agenda: Motion to approve by Mike Galan, seconded by Cherry Simi. Motion accepted 5.0.0.

Approval of January 19, 2022 Minutes: Motion to approve by Diane Wharff, seconded by Mike Galan. Motion accepted 5.0.0.

Approval of December 15, 2022 Minutes: Motion to approve by Diane Wharff, seconded by Mike Galan. Motion accepted 5.0.0.

Public Comments: None.

Announcements and Correspondence: None.

Treasurer and Bookkeeper Report – Liz Fisher and Loryce Ashby:

Liz handed out the Wells Fargo Account Summary Sheet which is summarized as follows.

| | |
|--------------------|---------------------|
| DFPD Checking: | \$ 31,236.23 |
| Paramedic/ALS | \$ 77,376.60 |
| New Firehouse Fund | <u>\$269,622.80</u> |
| Cash Total | \$378,235.63 |
| Less Outstanding | <u>\$ 1,767.93</u> |
| TOTAL | \$376,467.70 |

CD#2871 \$10,020.27 (Building Reserve)

CD#2872 \$27,457.62 (Equipment Reserve + \$5000 for Ambulance Reserve)

Loryce handed out the following reports: Profit and Loss By Class for the period July 2021 – January 2022, Urgent Care Tracking as of 01/30/2022, Covid 19 Test Tracking for the period November 30, 2020 through June 30, 2022 and the Vaccine Program Tracking Summary for the period November 30, 2020 through June 30, 2022.

Loryce explained \$64,025.00 EMS Tax Income shown on the Profit and Loss By Class Report is being transferred to Paramedic Account.

The Urgent Care Fund Balance as of 1/30/2022 is \$15,773.37 which includes \$23,056.33 from donations and \$7,282.96 from expenditures. Frank Lang commented the \$15,773.37 fund balance is available for equipment.

Property Tax and TOT Status: Robert Hall and Steve Folsom continue to work on recommendations for Board action regarding how to deposit these funds between EMS and Fire.

Audit Status: Loryce reported to the Board that she has mailed all requested audit information to Zack Pehling, CPA, MBA. He will get back to her after his review.

Cal OES Prepositioning Funding Update: Loryce reported that no further funds have been received as of yet. Robert Hall asked Loryce to email her contact for an update.

Cherry motioned to approve the Treasurer and Bookkeeper Report, Mike seconded. Motion accepted 5.0.0.

OFFICERS REPORT: Robert Hall:

January Dispatched Incidents: As of February 16, 2022 there were a total of 141 incidents for the month. Breakdown of incidents detailed in report.

Station 2 Light Project: Bob Eiermann's bid for the Light Project is \$1845.00. Possible sources for this funding were discussed which included a suggestion from Loryce that a CD for building is available, as well as, Frank who offered to personally fund the project. After further discussion, Liz Fisher motioned to approve \$2,000.00 for the Light Project, Make Galan seconded. Motion accepted 5.0.0.

Danny Zavalla from the County Building and Planning Department has not completed review of any old building permits that have not been finalized.

Sealing the Building Against Harsh Weather: Robert reported his discussions regarding replacing broken glass and rotten boards, patching holes in building and reconfiguring doors to gain a few more feet for better access. He stated we would need either a monthly or quarterly budget for this work. Using AFG funds for this was submitted as a possible source of funding.

Ground Ambulance Data Collection System Update: Board discussed ongoing effort of collecting and reviewing data and reviewing prices charged to Medicare and services used. It was noted this must be done within 5 months after end date.

Upcoming Events: The following events are scheduled with the caveat they may be cancelled 30 days prior to the event date if there are significant health risks that arise.

Easter Egg Hunt: April 16 at noon. Dean OIC

Station 1 Open House: May 14 in the morning. Diane OIC

Appreciation Dinner: May 14 at 3:00 p.m. Invitation only. Steve and Robert OIC

4th of July: Parade (handled outside of Department; Muster, Robert OIC; Dinner, Auxillary and Association; Dance, Steve will ask about a band and do permit process (Cherry Simi said Arts Council may be able to provide \$500 toward dance costs.

DOWNIEVILLE CLASSIC BIKE RACE IS CANCELLED FOR 2022

OTS, Extraction Tools: Kevin Marshall will provide a vehicle for video.

Strategic Plan: Robert gave an over-view of what equipment is needed and the direction we're taking. Frank Lang asked to add the following agenda item to April 2022 agenda: Annual Review of Strategic Plan.

Evacuation Plan: There is a grant out now to address Evacuation Plan. It has to go to Planning and EOS. Sheriff Mike Fisher and Robert Hall agree there needs to be a public meeting. Further discussion is planned after Evacuation Plan comes out.

Personnel: Robert Hall will put together an ad for dispatchers and volunteers for review at April 2022 Board Meeting. CC Gelatt will get priced information from the Mountain Messenger for a ¼ and 1/8 page once monthly ad.

Liz Fisher motioned to approve Officers Report, Diane Wharff seconded. Motion accepted 5.0.0.

COMMITTEE UPDATES- Frank Lang and Mike Galan:

New Firehouse: Frank said he sent an email to Lon Henderson at the Forest Service. Robert Hall commented his interactions with Lon have been positive in nature and suggested the Board recognize this relationship by conducting continuing interaction with Lon in this spirit. The Board discussed this issue further with Frank reiterating the first priority is to maintain the equipment and take care of the new apparatus. He is confident of community funding in this effort.

Liz Fisher advised the Board 332 will have nine people 24/7 and a big meeting is scheduled in Camptonville regarding the Forest Service's move to Nevada City. One issue regarding this move is finding space to accommodate the extra cars and people it will create.

PROGRAM UPDATES – Frank Lang:

Urgent Care Update: Noted elsewhere in these Minutes.

COVID 19 Vaccine Clinics: Frank noted these clinics will be experiencing changes in the next few weeks as changes occur with COVID. Our available fund balance to be drawn down from the County as of January 31, 2022 is \$127,571.32 which demonstrates there is no lack of funding; in fact, we won't use it all.

PCR and Rapid COVID-19 Testing: Six tests are scheduled February 23, 2022 and testing will continue through June 2022. Loryce explained she has not entered all supplies yet because she is waiting for some invoices. Frank said if we get more vaccines, he will do he injections and Liz can repost the notice they are available. There is a possibility we might get pending patients from Western Sierra Medical Clinic.

ET3 Agreement Amendment:

PCR and Ambulance Billing Update: We have changed to Image Trend with Mark Roberts and continue to learn the new system and are entering data into it. The base hospital has been changed to Enloe. Once we have the tablets, we will need training. The tablet will auto feed information into PCR. As an additional note, Jessica Northcut is our billing representative with Sharp. Frank handed out the DFPD EMS Billing Collection Report. He noted the "Account Closed-Other" is \$350.00. He asked Diane Wharff to discuss with Kay from Digiteck PCR billing to determine how collectible these accounts are and pursuing the option to write them off. Frank said we need to look at local cash payers and Robert Hall added we need to make sure we are billing correctly.

GRANTS AND SUPPLEMENTAL FUNDING – Frank Lang:

SCBA Grant Update : Frank advised we submitted this grant some time ago and were not successful so he's removing it from the Agenda.

RPIC Grant Update: Frank said this item can also be removed from the Agenda as we were not successful.

AFG Grant Update: Frank advised the status for this Grant is pending.

BUSINESS ITEMS OLD:

Work Injury Policy Update – Frank Lang: Frank advised this item was still progress.

BUSINESS ITEMS NEW:

Property Tax and TOT Tax monies Distribution Policy Update – Robert Hall: Robert said we need insurance, fuel costs, etc. so Board can determine dollar percentage based on actual costs for a 6 month-1 year period. We will defer until we know what paramedic costs are and then we can make it a part of the discussion.

DISCUSSION:

Streamline – Liz Fisher: Liz asked if we wanted to continue with the \$75.00 monthly fee. She explained Streamline is our District website. Liz directed Cherry Simi and CC Gelatt to bring back an analysis to the next Board meeting. Frank suggested looking at Pliocene’s site and Steve Folsom suggested the Bolinas site for reference.

NEXT BOARD MEETING:

Frank Lang and Mike Galan will not be available for the next regularly scheduled Board Meeting on March 16, 2022. Therefore, the next Board Meeting will be held on Wednesday, April 20, 2022 and if any decisions need to be made in the interim, we will use email.

ADJOURNMENT: Diane Wharff motioned to approve, Mike Galan seconded. Meeting adjourned at 16:30.

Respectfully submitted,

CC Gelatt
Secretary