**October 18, 2023**

**3:00 P.M.**

**DOWNIEVILLE COMMIUNITY HALL**

1. **CALL TO ORDER:** Chairman Frank Lang called the meeting to order at 3:02 p.m.

**Roll Call:** Roll Call completed by CC Gelatt, Recording Secretary

**Commissioners Present:** Frank Lang, Cherry Simi, Diane Wharff and Liz Fisher

**Commissioners Absent:** Greg Johnson

**Staff Present:** Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Tegan Harrington, Paramedic; Mindy Strine, Bookkeeper; and CC Gelatt, Recording Secretary

**Others Present:**  None

* **Approval of October 18, 2023 Agenda:** Agenda was modified to add Dispatcher Discussion under Item #9 Business Items New. Liz Fisher motioned to approve and Cherry Simi seconded. Motioned passed 4.0.0.
* **Approval of September 13, 2023 Minutes:** Cherry Simi motioned to approve and Diane Wharff seconded. Motion passed 4.0.0.

1. **PUBLIC COMMENT OPPORTUNITY:** None
2. **ANNOUNCEMENTS AND CORRESPONDENCE:** None
3. **FINANCIAL REPORTS:** **Cherry Simi and Mindy Strine**

Chairman Lang advised Mindy’s last day would be October 23, 2023. He thanked her for her excellent work and for making the transition successful. He noted if an urgent need arose, Mindy would be available.

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

Total Available Balance of Cash Accounts $611,766.76

New Firehouse Fund $293,290.88

Paramedic/ALS $132,312.64

Urgent Care $ 6,121.76

Building Reserve $ 10,025.25

Ambulance $ 5,002.32

Apparatus $ 109,265.03

DFPD Checking $ 55,748.88

Outstanding Credit Cards $ 1,224.17

Cherry added a Summary of Sub Account Usage that details the credit card data and reviewed it for the Commissioners.

**Bookkeepers Report:** Mindy Strine handed out the DFPD Profit and Loss Statement for the period July through September 2023 for Commissioners review.

Regarding #3400 EMS Income: Chairman Lang explained the need to show a breakdown of the Medicare Direct Deposits and CA DHCS Medi-Cal line items since Sharps is not a payer source; it is an expense. He said the Bookkeeper needs to be able to get into Sharps Billing to see deposits and compare them to the Wells Fargo statement. Jenny will need a log-in for their portal. Regarding #3400 EMS Income-Other: These are insurance, patient pay, and donation payments so they are income that needs to be detailed out into their own category. Mindy, Diane and Frank will be available to Jenny so she can create a system to accomplish this. He would like this new reporting system to be corrected back to July 1, 2023, the start of our fiscal year.

Liz Fisher motioned to accept the Financial Report and Diane Wharff seconded. Motion passed 4.0.0.

1. **OFFICER’S REPORT: Robert Hall (See Attached Officer’s Report)**

Robert Hall passed out copies of the Officer’s Report. Additional comments are as follows:

**Item#3a: Defensible Space Inspector:** Chief Garcia from CalFire advised a mistake was made with regard to defensible space inspections. He advised there should only have been verbal and written communication shared with the public concerning prevention and offered his apology.

**Item #5: Apparatus (b&c):** Morgan has donated tires.

**Update from Steve Folsom Re:** **Helicopter Landing Zone for Bike Races**: Greg advised Empire Ranch will allow use of their helicopter LZ for the 2024 bike races.

Liz Fisher motioned to accept Officers Report and Cherry Simi seconded. Motion passed 4.0.0.

1. **COMMITTEE UPDATES: Frank Lang**

New Firehouse: Frank was advised by Gabe at the Forest Service that the site plan is a work in progress.

Apparatus Winterizing Project: Robert Hall is making a platform to hold the warming mats and will provide costs for materials to Frank who will advise Mr. Whitehead.

Paramedic Per Diem Project**:** Tegan reported that Moises will be here tomorrow for an orientation. He will also interview 2-3 more paramedics to provide back-up when needed and reminded Commissioners we need to watch the budget with this added expense.

1. **PROGRAM UPDATES: Frank Lang**

EMT Training Course: Tegan reported there are 12 students and course is going well. Course should end in December.

1. **BUSINESS ITEMS OLD:**

Work Injury Policy Update: Chairman Lang asked Commissioners to review the attached Policy and be prepared to adopt at the November meeting. Mr. Wood from GSRMA will attend the November Board meeting to provide an overview of GSRMA and take questions from Commissioners.

Ambulance MOU: Frank advised Commissioners we need to decide our course of action regarding the ambulance in Alleghany. Commissioners identified the existing issues as follows: reporting; staffing; NorCal compliance (waiver expires October 31 2023); and repair expense. Key objectives of DFPD were identified as: preserving service to PRCSD; DFPD’s ability to bill for services; and removal of liability to DFPD. Lengthy discussion followed regarding PRCSD use of ambulance #7145 as a utility vehicle to transport patients to Highway 49 to meet with either SNMH, Bi Counties or DFPD for further patient transport as required.

Diane Wharff motioned that DFPD Board of Commissioners supports the surplus of #7145 to PRCSD and giving them first option to acquire. Cherry Simi seconded. Motion passed 4.0.0.

PRCSD has a meeting scheduled in the next few days so Chairman Lang will relay DFPD’s decision so they can take action. If PRCSD agrees, Frank will write an MOU to reflect this.

1. **BUSINESS ITEMS NEW:**

DFPD Special Property Tax Resolution: Chairman Lang advised SFMR will help with political support and DFPD needs to keep this issue in the public’s mind too. It will be on the March 24 ballot.

Per Diem Paramedic Housing Agreement: Chairman Lang contacted all vendors. He received one verbal response and the two written bids attached to the Agenda packet. Commissioners asked Cherry Simi to recuse herself while they discussed and voted on the bids. Diane Wharff motioned to accept Cherry’s proposal and Liz Fisher seconded. Motion passed 4.0.0.

Injury and Illness Prevention Program (IIPP): This item was discussed in Item #8 Business Items Old.

Retention Schedule: Chairman Lang would like to update DFPD’s current Retention Policy and asked Jenny, Cherry and CC to meet and create a revised draft for review. He asked that all historical and documentation of evolution of DFPD be maintained.

Ambulance Run Report: Tegan explained the report/graph shows an average of what we collect in a month and what we’ve received. He noted income from ambulance runs from July 2023 to present was $24,000. Chairman Lang asked for the report to show fiscal year comparisons and noted the importance of being able to clearly see what we are spending, what we are doing, and the decisions we are making.

Dispatch Discussion: Commissioners discussed dispatch coverage and policies and procedures for hiring and training. Chairman Lang will further discuss with Joyce White, Dispatch Supervisor to determine how we want to proceed. He would like to have a policy framework in place by the November meeting. He also noted he would talk to Vickie Tenney to retrieve the unit in Alleghany.

1. **DISCUSSION:**

* Conflict of Interest Policy: Liz: Frank, Liz and CC will meet to discuss and report back to the Commissioners at the November meeting.

1. **NEXT BOARD MEETING:** Wednesday, November 15, 2023 at 3:00 p.m.
2. **MOTION TO ADJOURN:**

Diane Wharff motioned to adjourn and Cherry Simi seconded. Motion passed 4.0.0. Frank Lang adjourned the meeting at 5:21 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary