

# Downieville Fire Protection District Board of Directors Minutes

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May 15, 2024

3:00 P.M.

MASONIC HALL, DOWNIEVILLE

1. **CALL TO ORDER:** Chair Lang called the meeting to order at 3:00 p.m.

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

**Commissioners Present:** Frank Lang, Chair; Greg Johnson, Vice Chair; Cherry Simi, Treasurer; Liz Fisher, Risk Manager; and Diane Wharff, Member

**Commissioners Absent:** None

**Staff Present:** Robert Hall, Fire Captain; Steve Folsom, EMS Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; Joyce White, Dispatcher; Stephanie Aufdermaur, Dispatch Supervisor; and Bookkeepers Jenny Varn and Stephanie Villa.

**Staff Absent:** None

**Others Present:**

- **Approval of May 15, 2024 Agenda:** Commissioner Simi motioned to approve the Agenda and Commissioner Fisher seconded. Motioned passed 5.0.0.
- **Approval of April 17, 2024 Minutes:** Commissioner Fisher motioned to approve the Minutes and Commissioner Johnson seconded. Motion passed 5.0.0.

2. **PUBLIC COMMENT OPPORTUNITY:** None

3. **ANNOUNCEMENTS AND CORRESPONDENCE:**

Chair Lang read DFPD Resolution 24-02 recognizing outgoing Dispatch Supervisor Joyce White and thanked her for her many years of service, both past and ongoing, to the DFPD and community as a whole.

Jake Dickman, GSRMA Risk Control Advisor introduced himself and gave an overview of GSRMA and explained how risk pooling works and the benefits it provides overall. He also reviewed the following GSRMA services available to DFPD: Vector on-line and in person training for Harassment and Ethics, Employee Law Group providing employment practices law advice, Med Corp Worker's Comp Program (he noted that DFPD's claim trend is good and he has an updated packet he will send to Risk Manager, Liz Fisher), IIIP, HIP, Workplace Violence Prevention Plan (he will send template to DFPD Risk Manager, Liz Fisher), and advised a Heat Illness Webinar is coming up.

4. **FINANCIAL REPORTS:** Cherry Simi and Jenny Varn

**Treasurer's Report:** Treasurer Simi presented the Bank Statement of Accounts Summary and verbally reported as follows:

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Total Available Balance of Cash Accounts	\$600,942.15
New Firehouse Fund	\$293,327.53
Paramedic/ALS	\$122,373.07
Urgent Care	\$ 26,718.68
Building Reserve	\$ 16,183.61
Ambulance	\$ 5,002.76
Apparatus	\$ 16,277.70
DFPD Checking	\$ 121,058.80
Outstanding Credit Cards	\$ 1,508.14

Chairman Lang asked about funds to pay for sales tax, license and fees for the new apparatus and Treasurer Simi confirmed funds are available in the Apparatus Account to cover those expenses.

**Bookkeeper Report:**

Bookkeeper Varn reviewed the financial reports and noted the Expense Report was not included as an attachment and noted the only item of significance was the check for the new apparatus. Commissioner Wharff brought up the internet problems the District Office is experiencing noting the difficulty in phone access to AT&T because of retired DFPD employees listed as contacts on our account. Bookkeeper Villa will pursue a few ideas she has to address this problem.

**Budget Committee:** Vice Chair Johnson passed out an updated budget and reported it currently shows a deficit of \$105,000.00. He noted it is a rough budget year because of no increases on the income side due to fewer calls over the winter period, with added increases on the expenses side due to new paramedic salaries. Commissioners discussed the \$87,000 for in-kind services on the income side of the budget made in 2023 and how to address it. Chair Lang said the goal is to have a Final Budget for approval in June.

Commissioner Wharff motioned to accept the Financial Reports and Commissioner Fisher seconded. Motion passed 5 .0.0.

**5. OFFICER'S REPORT: Robert Hall (Hand Out)**

Fire Captain Hall passed out copies of the Officer's Report. There were no additional comments.

Commissioner Fisher motioned to accept the Officer's Report and Commissioner Johnson seconded. Motion passed 5.0.0.

**6. COMMITTEE UPDATES: Frank Lang**

**New Firehouse:** Chair Lang advised a meeting was held and attended by himself, EMS Captain Steve Folsom, Supervisor Lee Adams, Representative Kiley, Matt Jedro, Acting Forest

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Supervisor, Tom Proac (sp?), Yuba River Supervisor and Legislative Analyst Walsh at Representative Kiley's Office in Rocklin on May 10. Chair Lang reported that everyone is supportive of the project; but they noted there are State codes, environmental regulations, and other considerations in play. There are two tracks: 1<sup>st</sup> Track) Building: we were given the go-ahead to start to apply and need to submit Form 299. Chair Lang anticipates having that Form 299 ready to go in approximately one week; 2<sup>nd</sup> Track) Funding: Chair Lang applied for \$2.6 million to build the Firehouse. He learned that every Congressman gets \$30 million in slush funds that can be applied for on projects like ours. They are working on our application and if it goes to the final mix of projects, it gets put into the Congressional Budget this year. If our application is successful, we would receive the funds in 2025. DFPD share of cost is \$800,000 and at this time we have \$300,000 available.

**New Apparatus:** Robert Hall addressed this item in the Officer's Report.

**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. This item remains in progress.

**Ambulance Run Report:** Paramedic Harrington verbally reviewed the Ambulance Run Report for the Commissioners. He brought up the subject of the bear problem Downieville has been experiencing lately and discussion followed regarding the need for better community education on living with bears in our community and emphasizing the need to report any bear issues to the Sheriff's Office.

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

**Retention Schedule:** Pending

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

**C-1 Compensation Policy: Night Call Rate, Dispatch Phone Allowance and EMS Trail**

**Compensation:** Night Call Rate and Dispatch Phone Allowance categories were carried forward for further discussion from the April 17, 2024 Commissioners Meeting. Dispatcher White provided a copy of C-1 Policy dated January 2015 that specifies Night Call period to be 9:00 p.m. – 8:00 a.m. Dispatch Phone Allowance notation ("when scheduled") was discussed noting if a Dispatcher was unavailable for an extended period, it would be discussed at that time). Commissioner Wharff asked if there was a policy addressing EMS Trail Compensation. Chair Lang verified there is no current DFPD Policy for EMS Trail Compensation and stated the need to create one. Commissioners discussed and said if the Department gets paid for a Trail run, EMS should also get paid. Title III Funds are a factor as well. Chair Lang asked Paramedic Harrington to work on creating a new Policy.

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**Dispatch Supervisor Description of Responsibilities:** Dispatch Supervisor Aufdermaur said she has put together a description of responsibilities and will have outgoing Dispatch Supervisor White look it over. She will bring it to the June 19, 2024 Commissioners Meeting for review.

Commissioner Simi motioned that Dispatcher Supervisor Aufdermaur create a Description of Responsibilities for Commissioner review at the June meeting and to appoint Stephanie Aufdermaur new Dispatch Supervisor. Commissioner Wharff seconded. Motion passed 5.0.0.

**New Bookkeeper:** Chair Lang introduced our new bookkeeper, Stephanie Villa whose official start date is today, May 15, 2024. Current Bookkeeper Varn's last day with DFPD will be May 31, 2024. She will begin training Stephanie Villa and will remain available as needed. Chair Lang thanked Bookkeeper Varn for her very, very diligent, helpful and competent work in getting us through these past few months. Commissioner Fisher motioned to appoint Stephanie Villa new Bookkeeper and Greg Johnson seconded. Motion passed 5.0.0.

9. **DISCUSSION:** None

10. **NEXT BOARD MEETING:** Wednesday, June 19, 2024 at 3:00 p.m.

11. **MOTION TO ADJOURN:** Vice Chair Johnson motioned to adjourn and Commissioner Wharff seconded. Motion passed 5.0.0. Chair Lang adjourned the meeting at 5:00 p.m.

Minutes Respectfully Submitted,

CC Gelatt, Recording Secretary