

Downieville Fire Protection District Board of Directors Minutes

November 20, 2024

3:00 P.M.

Downieville Community Hall

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

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

Commissioners Present: Greg Johnson, Chair; Diane Wharff, Commissioner; Cherry Simi, Treasurer; and Frank Lang Commissioner

Commissioners Absent: Liz Fisher, Risk Manager

Staff Present: Steve Folsom, EMS Captain; Robert Hall, Fire Captain; Tegan Harrington, Paramedic and Ops Manager; CC Gelatt, Recording Secretary; Stephanie Villa, Bookkeeper; and Stephanie Aufdermaur, Dispatch Supervisor

Staff Absent: None

Others Present: Mike and Karen Galan, representing DIG; Ryan Steinwert, Mountain Messenger Newspaper; and Jacie Epperson

- **Approval of November 20, 2024 Agenda:** Commissioner Simi motioned to approve the Agenda and Commissioner Wharff seconded. Motioned passed 4.0.0.
- **Approval of October 16, 2024 Minutes:** Commissioner Wharff motioned to approve the Minutes and Commissioner Simi seconded. Motion passed 4.0.0.
- **Approval of October 31, 2024 Minutes:** Commissioner Cherry Simi motioned to approve the Minutes and Commissioner Wharff seconded. Motion passed 4.0.0.

2. **PUBLIC COMMENT OPPORTUNITY:** None

3. **ANNOUNCEMENTS AND CORRESPONDENCE:**

- **DIG Donation from Brewfest:** Treasurer Simi and Bookkeeper Villa, on behalf of Downieville Improvement Group (DIG), presented a \$10,000 check to the Downieville Fire Protection District. This donation came from DIG's profit made on the Downieville Brewfest held last September. Treasurer Simi announced the New Firehouse Fund has now surpassed \$300,000.00 as a result of this donation. Ryan Steinwert was on hand to take a picture for publication in the Mountain Messenger.
- **Appointment of Frank Lang to DFPD Board of Commissioners:** The Board welcomed back Frank Lang to the DFPD Board of Commissioners. Chair Johnson indicated he would like to relinquish his role as DFPD Chair and suggested reinstating Frank Lang as Chair. He added that he would be happy to be reinstated as Vice Chair. Commissioner Simi motioned to reinstate Commissioner Lang to the position of Chair effective this date, and to reinstate Commissioner Johnson in his previous role as Vice-Chair. Commissioner Wharf seconded. Motion passed 4.0.0. Commissioner Johnson will submit a letter of resignation as Chair. At this point, Frank Lang resumed the meeting as Chair.

4. **FINANCIAL REPORTS:** Treasurer Simi and Bookkeeper Villa

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

Total Available Balance of Cash Accounts	\$656,486.19
New Firehouse Fund	\$308,342.32
Paramedic/ALS	\$ 66,976.77
Building Reserve	\$ 16,184.42
Ambulance	\$ 5,003.01
Apparatus	\$ 91,633.87
DFPD Checking	\$ 168,345.80
Outstanding Credit Cards	\$ 1,983.49

Fire Captain Hall said DFPD Auxiliary will reimburse the \$379.00 charge on his credit card since this expense was for logos for the apparatus.

Bookkeeper Report:

Bookkeeper Villa verbally reviewed the Bookkeeper Reports. She advised she received notice today from the IRS that Form 941 for 2023 4th Quarter Payroll Taxes in the amount of \$13,825.00 was not paid. To remedy the situation, she wrote the check today and noted that this \$13,000 is not reflected in today's Bookkeeper Report. This amount does not include any penalty amount if one is assessed.

SDI Report: EMS Captain Folsom gave an update regarding SDI. He said people who have been paid or have the potential to be paid have to vote on whether they want this SDI benefit which would result in a corresponding deduction from their paycheck. He added that Bookkeeper Villa needs to call EDD before voting because they have specific language to use in the Resolution. This item remains in progress per Chair Lang.

Audit: Response to Management Letter: Chair Lang thanked Bookkeeper Villa for her work on DFPD's Response to the Auditor's Management Letter. Commissioner Johnson motioned to approve the Response Letter prepared by Bookkeeper Villa. Commissioner Wharff seconded. Motion passed 4.0.0. Bookkeeper Villa will send this Response via a letter signed by Chair Lang to the Auditor. DFPD will then receive a final report from the Auditor.

Commissioner Simi said DFPD needs to address the control issues identified by the Auditor, such as providing documentation for submittals to Bookkeeper Villa, and for obtaining two signatures on time sheets; one by the Department Manager and the second from the employee. Chair Lang agreed saying the department head/supervisor needs to sign the timesheets, as well as the employee, i.e., EMS Captain Folsom would sign off on Paramedic timesheets, Dispatch Supervisor Aufdermaur will sign off on dispatcher's timesheets, and Fire

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Captain Hall will sign off on Pre-positioning timesheets. Bookkeeper Villa asked everyone to check their math because the bookkeeper should not be modifying an approved, signed off timesheet. Dispatch Supervisor Aufdermaur will update the dispatch timesheets to create one timesheet for dispatch hours and another timesheet for EMT hours which EMS Captain Folsom will sign off on, and Fire Captain Hall will draft a Pre-positioning Policy which will incorporate Cal OES Form F42. These items will carry forward for Commissioner discussion and approval at the December 18, 2024 Board Meeting.

Requirement for Filing 2023 Taxes: Chair Lang stated as far as he knows, DFPD is not required to file taxes. Bookkeeper Villa said there are two specific forms that need to be filed quarterly; one for EDD and one for IRS, and advised they have been set to come out of QuickBooks automatically.

Budget Committee Report: Commissioner Johnson had nothing to report at this meeting. He will report at the December 18, 2024 Board Meeting in accordance with the quarterly budget reporting schedule.

Commissioner Wharff motioned to approve the Financial Reports. Commissioner Johnson seconded. Motion passed 4.0.0.

5. **OFFICER'S REPORT: Fire Captain Hall (Hand-out)**

Fire Captain Hall passed out the Officer's Report and gave a verbal report to Commissioners. Commissioner's comments/discussion are as follows:

#3. Radio Frequency Licensing Renewal: Fire Captain Hall recommended letting an agency handle the licensing renewal (FCC Invoice) for a \$123.00 annual fee. Chair Lang advised the Board will make a motion to do this as soon as Fire Captain Hall provides and invoice.

#5g: Equipment Update/#7381: Fire Captain Hall advised there have been no buyers for #7381 through our online effort. He explained "Baja Liz" to Commissioners as it was explained to him by the Novato Fire District. They said "Baja Liz" is someone who sends classified drivers to your location to take possession of the apparatus and drive it to Mexico for its sale. After discussion, Commissioner Simi motioned to dispose of #7381 through "Baja Liz". Commissioner Johnson seconded. Motion passed 4.0.0.

#12a: Personnel/Senior Fire Captain Status: Fire Captain Hall asked to have a closed session to discuss Pre-Positioning money and distribution, and Senior Fire Captain status. Chair Lang asked Secretary Gelatt to add that to the December 18, 2024 Commissioner Meeting Agenda.

Commissioner Johnson motioned to accept Officer's Report and Commissioner Wharff seconded. Motion passed 4.0.0.

6. **COMMITTEE UPDATES: Chair Lang**

New Firehouse: Chair Lang reported some progress has been made. He and EMS Captain Folsom have been working with Corey Peterman, who is working on a volunteer basis at this

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point, to develop a plot map and where things are. EMS Captain Folsom handed out a copy of Corey's drawing showing placement on Forest Service property for Commissioners review. Corey's drawing showing the HUT building is pending. This will help with the IT building Sierra County is in negotiations with the Forest Service, which is a 20'x40' building on Forest Service property that will help with the town's infrastructure. The Forest Service has been clear this will not interfere with DFPD's Firehouse Project as our project has priority. The next step will be a zoom meeting with the Forest Service to discuss design of the new Firehouse Project. EMS Captain Folsom noted that the Forest Service will not permit DFPD, or themselves, to add on to the new building once it has been constructed. Chair Lang noted the preliminary construction estimate is \$2-3 million dollars.

New Apparatus: Discussed in the Officer's Report

Structural Repairs on Foundry Building: Discussed in the Officer's Report

Ambulance Run Report: Paramedic Harrington gave a verbal review of this report. He advised he will submit an ad to the Mountain Messenger for an EMT class.

Injury and Illness Prevention Program: Paramedic Harrington presented this document for Commissioner review and approval. Commissioners will review and vote at December 18, 2024 meeting.

Paramedic and EMS Operations Ad: Paramedic Harrington reviewed the ad for Commissioners for their review and comment. They discussed whether language should be added to the Paramedic title that includes "Firefighter". EMS Captain Folsom will give it some thought and report back at the December 18, 2024 Board Meeting. Commissioner Wharff motioned to approve the ad for publication pending a decision regarding the "Paramedic" title. Commissioner Simi seconded. Motion passed 4.0.0.

Paramedic/EMS Operations Manager/Firefighter Employment Agreement: Paramedic Harrington verbally reviewed the Employment Agreement for Commissioners. Document will be updated and placed on the December 18, 2024 Commissioner Board Meeting Agenda for a motion.

Employment/Job Application: Paramedic Harrington prepared this form for Commissioners review. After Commissioner discussion, it was decided to strike the Background Check Consent section since a background check is mandatory and does not require consent. Bookkeeper Villa will assist Paramedic Harrington in making that revision to the Job Application.

Onboarding Checklist: Paramedic Harrington prepared this form for Commissioners review. After discussion, it was agreed to make it a part of the new-hire packet.

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

Retention Schedule- Bookkeeper Villa: Bookkeeper Villa suggested updating the DFPD Retention Schedule be rolled into the newly formed Policy Committee's plan for creating and updating DFPD Policies. Commissioners were in agreement. Secretary Gelatt advised Commissioners she would develop a plan to accomplish updating the current DFPD Policy Binder and bring it to the December 18, 2024 Board Meeting for review. In the meantime, Chair Lang will write to Jake Dickman from GSRMA regarding the status of the DFPD policies he sent to Patricia Evers for her review. Chair Lang will email that status to Secretary Gelatt.

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Dispatch Supervisor Description of Responsibilities-Dispatch Supervisor Stephanie

Aufdermaur: This item was carried over from October 16, 2024 Board Meeting because Dispatch Supervisor Aufdermaur needed to correct a typo on the document. She presented the corrected document to Commissioners for their approval. Commissioner Johnson motioned to approve the Dispatch Supervisor Description of Responsibilities. Commissioner Wharff seconded. Motion passed 4.0.0.

Dispatch Supervisor Aufdermaur advised Commissioners she will begin training Laurie Halliday as a dispatcher. Telephone has been installed at Ms. Halliday's residence, radio has been installed, she has a hand-held, and a Binder has been provided to her. Dispatch Supervisor Aufdermaur advised Commissioners that she is asking for a minimum work schedule of four shifts a month consisting of 12 hours per shift.

Ca.gov Website Domain and Email Addresses-Bookkeeper Villa: Bookkeeper Villa advised she will be submitting the application soon and this project remains in Progress.

8. BUSINESS ITEMS NEW: Chair Lang:

SDI Clarification Regarding District Vote: Discussed in Agenda Item #4: Financial Reports

Investment Options for DFPD Building Fund: Vice Chair Johnson stated there had been previous Commissioner discussion regarding whether or not we could invest DFPD funds and the thought was we could not. However, he passed out a page from the 2023 Auditor's Report that included an excerpt suggesting that we can. He said there are a lot of investing options, including negotiable CD's and thought it would be a good idea to discuss with Sierra County. Chair Lang will discuss with Jenny Varn in the Sierra County Auditor's Office and report back at the December 18, 2024 Board Meeting.

Pre-Positioning Payroll Payment Policy: Vice Chair Johnson expressed his opinion that DFPD employees working Pre-Positioning need to be paid in the period they work. After Commissioner discussion, it was decided Bookkeeper Villa will talk to our Auditor, and EMS Captain Folsom will look into how other fire districts handle it, as well as, checking again with Sara Folsom.

9. DISCUSSION

10. NEXT BOARD MEETING: Wednesday, December 18, 2024 at 3:00 p.m. If the heater isn't working adequately at the Community Hall, the meeting will be held at the Masonic Hall.

11. MOTION TO ADJOURN: Commissioner Johnson motioned to adjourn and Commissioner Wharff seconded. Motion passed 4.0.0. Chair Lang adjourned the meeting at 5:06 p.m.

Minutes Respectfully Submitted,

CC Gelatt
Recording Secretary