



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday April 21, 2022 6:30 pm
Station 2 Alleghany 514 Miners Street

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE welcome to new board member Pam Davis appointed by the Sierra County Board of Supervisors on April 12th to finish out Dan Guyer's term.
2. CONSENT CALENDAR
 - a) Approval of Agenda, b) Approve Minutes for regular meeting held March 17, 2022 c) Ratify Treasurer's report & bill payments for March 2022
3. PUBLIC COMMENT: Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
 - a) Correspondence since last meeting
 - b) Committee/Member/Business Reports:
 1. District Chief's report
 2. Assistant Chiefs' report
 3. Alleghany Volunteer Fundraising District
 4. Pike Community Support Foundation
 5. Firewise Communities
 6. Firehouse Projects & ADA Compliance ~
 7. Pending Grants – Homeland Security, CDF 50/50
5. DISCUSSION and POSSIBLE ACTION ITEMS:
 - a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Amendment to Policy 2010 FUNDS and changes to employee handbook. Draft documents to be provided by meeting date for May consideration/adoption.
 2. Memorandum of understanding with non-profits – need to prepare an addendum stating the new names
 3. Discuss title III potential additional \$ request to BOS ~
 - b) New business
 1. Fire Truck Bid Opening (if applicable) Consider changing minimum bid amounts if there is a lack of interest.
 2. Approve expenditures for repairs to Alleghany Firehouse Station 1 \$3,030 to have all screws in the roof replaced plus \$ 2,306.26 for new metal siding for the west wall (materials only).
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date May 19, 2022. Agenda Items: Update bank signature card and safety deposit box. Preliminary budget for FY 22/23 to be included in packets to be voted on in June. P&P changes as listed above.
7. ADJOURNMENT

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MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors

Date: Thursday March 17, 2022 6:30 pm

Held by conference call.

1. ESTABLISH QUORUM & CALL TO ORDER: The meeting was called to order at 6:33 pm by President Larry Allen. Present: Board members, Larry Allen, Bruce Coons, and Chris Mills. Grace Knowles had reported that she could not attend. Also in attendance: District Fire Chief Chris Dorn, Alleghany Assistant Chiefs David Arbogast & Ned Cusato, Pike Community Support Foundation President Roland Robertson and Treasurer Denise Ruane, member of the public Vicky Tenney. PRCSD Secretary Rae Bell Arbogast took the minutes.

2. CONSENT CALENDAR:

Agenda, Minutes and Treasurer's report

A motion was made to approve the consent calendar with one correction to the agenda. Motion made by Bruce Coons, seconded by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none Vacant: one~ Motion carried.

3. PUBLIC COMMENT: none

4. INFORMATION/DISCUSSION ITEMS

a) *Correspondence* See Staff report for list.

b) *Committee/Member/Business Reports:*

1. *Chiefs Report* ~ Chief Dorn reported that the Pike Fire Department recently responded to two mutual aid calls for fires. The water tender was requested by CDF for a fire that was approximately 25 acres. Both an engine and a water tender responded to the other fire that was approximately 4.5 acres. He also reported that the new structure truck for Alleghany should be available at the end of April.

2. *Assistant Chief's report:* Assistant Chief Cusato reported that he recently picked up ambulance supplies from Downieville Fire to restock the ambulance after the March 13th medical call. He and Chris Dorn got the measurements to fix the west side of Station 1 in Alleghany. They are trying to get permission from the County to use the boom truck to pressure wash and paint the front of the building. There was a medical call in Alleghany on March 13th that both fire departments responded to. The patient was transferred to Sierra Nevada Memorial Ambulance via rendezvous on Ridge Road.

3. *AVFD Inc. Non-Profit Corp:* ~ No report

4. *Pike Community Support Foundation* ~ Roland reported that they are working on finding the right electronic sign for the Pike Firehouse.

5. *Board member/staff reports:* A staff report was provided in writing.

6. *Firewise Community Projects* ~ Provided in writing on staff report. Potluck scheduled for April 9th at Plum Valley.

7. *Firehouse Projects & ADA Compliance:* Planning Committee minutes provided in meeting documents.

8. *Pending Grants:* Written report provided. Ned was asked if he had heard anything on the second siren for Alleghany and the answer was "no".

5. ACTION ITEMS

a) Unfinished Business

1. *Bylaws-Policies* – **A motion to approve Record Retention Policy # 1021 as presented was made by Bruce Coons, seconded by Chris Mills. Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none Vacant: one~ Motion carried.**

2. *MOU between the District and the non-profit corporations:* No report.

3. *Review budget vs actual results for 6 mos period ended Dec. 30, 2021:* Reports provided in meeting packets. No questions or comments.

4. *Minimum Bids for Surplus Fire trucks:* After discussion, it was decided by consensus to set the minimum bids as follows: 1968 Structure Truck Alleghany \$10,000, 1968 Brush Truck Pike \$5,000 and 1971 Brush Truck Pike \$2,000.

5. *Discuss title III potential additional \$ request to BOS:* There was no discussion.

b) New Business

1. *Electronic sign for Pike Firehouse:* Chris Dorn explained the steps needed to install the sign. It was decided by consensus to approve having Pliocene Ridge CSD install the sign with the understanding that the Pike Community Support Foundation will purchase it.

2. *Consider using one-hour of free legal service with CSDA membership to confirm loan restrictions on CSDs:* After discussion it was decided by consensus to authorize the Secretary to do this.

3. *Adopt Resolution no. 22-089 in appreciation of Daniel Guyer:* **A motion to adopt the resolution was made by Bruce Coons, seconded by Chris Mills. Ayes: Allen, Coons, Mills Nays: none Absent: Knowles Abstain: none Vacant: one~ Motion carried.**

4. *Review Secretary/Treasurer's proposed billing to firewise admin. title III \$* A copy of the invoice was included in the meeting packets. Rae Bell stated that she wanted to be as transparent as possible about this, since there had been questions about her contract for services when it was revised to include this last year. There were no questions or comments.

ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS

It was announced that a "STOP THE BLEED" class for community members is scheduled for March 30th at the Pike Firehouse.

The next regular meeting is scheduled for April 21, 2022.

ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City
 100 Pike City Road
 Pike City, CA 95960
 plioceneridge.org

Treasurer's Report for March 2022

				Beginning Checking Account Balance \$	4,033.36
DEPOSITS					
Date	From:	For:			Amount
3/14	Savings			\$	2,000.00
3/31	Sierra County Auditor	Firewise administration title III monies		\$	1,573.80
Deposits Total				\$	3,573.80
EXPENDITURES					
Ck #	Date	To:	For:		
EFT	3/3	PG&E	(detail below)	\$	529.27
			PG&E Alleghany Firehouse Station 1	\$	156.24
			PG&E Pike Firehouse	\$	83.53
			Streetlights - Forest	\$	17.53
			Streetlights - Alleghany	\$	271.97
EFT	3/1	WA Credit Card	sample hats Alleghany FD \$35.37 Hose purchase on 50/50 grant \$1,916.24	\$	1,951.61
774	3/10	Postmaster	3 rolls of stamps for firewise mailing to be billed to title III \$	\$	174.00
2615	3/15	AT&T	phones Alleghany & Pike split 50/50	\$	53.88
2616	3/15	Riebes Auto	parts for water tender 6790	\$	41.64
2617	3/15	Sierra County Public works	Fuel Alleghany FD \$40.79 Fuel Pike FD 321.32	\$	362.11
2618	3/15	Sierra County Assessor	address list for firewise mailing to be billed to title III \$	\$	104.06
2619	3/15	Suburban Propane	Propane Alleghany Station 1	\$	232.89
775	3/28	Rae Bell reimburse	\$166.67 for 1/3 QB payroll subscription and \$9.75 batteries from CVS	\$	176.42
776	3/28	Reibies	Battery for 6790	\$	282.70
777	3/28	AT&T	phones Alleghany & Pike split 50/50	\$	54.23
778		VOID			
779	3/29	Quill	Heavy-duty stapler for training materials plus box of staples	\$	39.54
2620	3/29	Rae Bell Arbogast	Red Cross title 22 class instructors fee (to be covered by training grant)	\$	500.00
Red Cross Cont. 8 students at \$50 (2-day course equivalent) 4 students at \$25 (got partial certification).					
				Expenditures/transfers Total \$	4,502.35
				Ending Checking Account Balance \$	3,104.81
				Starting Savings account balance \$	28,046.23
				transfer to Checking \$	(2,000.00)
				interest earned \$	1.88
				Ending Savings Account Balance \$	26,048.11
General Fund (accounts listed above) Total				\$	29,152.92
				Reserve account Starting Balance \$	67,746.61
				to update funds for year end	
				interest earned \$	5.01
				Reserve account Ending Balance \$	67,751.62
				Total ALL FUNDS \$	96,904.54

Report prepared by Rae Bell, Treasurer

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



Staff report for meeting date 4/21/2022

Prepared by Rae Bell – *disclaimer: any opinions expressed in this document belong to the author and do not represent the official stance of the district.*

Agenda item 4. a) Correspondence

Incoming: Board member application from Pam Davis, several completed disaster preparedness surveys

Outgoing: Form 700s for all directors and managers sent to the Sierra County Clerk-recorder, Thank you card to Steven Zumalt for \$200 donation,

Agenda item 4. b) 5 Board member/Staff reports

- PGE ENERGY AUDIT – On Friday April 1st I had a phone conference with all involved parties to see if this program could be used to upgrade the heaters in both the Pike Firehouse and Alleghany Station 1. They requested photographs, square-footage and drawings of both structures to help them determine who to send for the “on the ground” survey. All requested information was provided to them on April 13th.
- Money for PGE community resource center in Pike – They seem to have lost track of this. If anybody can come up with an actual date(s), I might make more progress.
- Money for PGE community resource center in Alleghany – A check for \$13,000 has been received! This goes back approximately 2 years. A big thank you to Ned Cusato and others who helped accommodate PG&E. It often requires moving the vehicles out on short-notice and they call at all hours of the day and night.
- NFIRS (National FIRE Incident Reporting System)-this is not part of my job description, but it could help with grant applications, and it IS a legal requirement! I simply haven't found the time to work on it. If anybody else wants to take this on, let me know. Possibly the district needs to consider offering compensation to do this? Maybe a small amount per run and we ask the firefighters if any of them are interested? I will place it on the May agenda for consideration. Getting set-up is what is most time-consuming. I think that once it is set-up entering the runs won't take very long.

We do get an email every month from dispatch with a list of runs. I will start providing the list for the previous month in each month's staff report, attached at the end of this report.

Agenda item 4. b) 6 Firewise Communities – The potluck held on April 9th at Plum Valley was well attended with a total of approximately 35 attendees. A huge thank you to Jim Buckbee for making amazing pulled-pork sandwiches on short notice!!! Three PRCSO resolutions of appreciation were handed out at the potluck: one for each non-profit corporation (passed last June) and one for Daniel Guyer (adopted last month).

Agenda item 4. b) 7 Firehouse Projects and ADA compliance – One item under “new business”.

Agenda item 4. b) 8 Pending Grants

- ❖ CDF 50/50 grant for Fiscal year 21/22 – Everything has been ordered
- ❖ CDF 50/50 grant for Fiscal year 22/23 – **Deadline to apply is May 4th** Wildland hose is being considered by the chiefs.
- ❖ Homeland Security Grants
SIREN FOR STATION 2 IN ALLEGHANY
LIFT KITS & THERMAL IMAGING CAMERA FOR PIKE FIRE

Agenda item 5. a) 5 Title III Money that the County needs to allocate.

It was on last month's agenda to decide if we want to ask the County for money for actual fire safe clearing (since all other requests have failed) but I know that I am "out of steam" on this topic. Firesafe clearing around homes IS listed on the things that can be funded. It wouldn't hurt to ask the BOS and I can do that, but a person to head this up will be needed if they say yes!

At the firewise potluck Roland mentioned using the money that has already been allocated for firewise admin for mapping potential evacuation routes. This is a good idea. We need a person like Jim Buckbee who is very familiar with the roads to help. Even if we start with hand-drawn maps that would be better than nothing, especially for Pike which has some routes that are not familiar to many residents. Possibly we could also plan a public "field trip" to check out the roads. I suggest that the district offers to pay Jim Buckbee \$27 per hour (the hourly amount in the County resolution for the firewise admin \$) if he is interested. Since Jim is on the district's payroll, he can be paid as an employee. I know that there are grants to hire professionals for this as well, but the "footwork" needs to be done anyway, and this would accomplish that. I can be paid for facilitating this work under my existing contract.

Agenda item 5 b) 1 Surplus engines. The official notice was published in the Mountain Messenger and on the district's website. Additional ads were placed in the Grass Valley Union Classified section and on Craig's list.

Agenda item 5 b) 2 Alleghany Station 1 repairs. Ned found a vendor in Roseville who manufactures metal siding and roofing. He sent them the measurements to reside the west wall and it came to \$2,306.26 delivered. I authorized placing the order because it will take at least two weeks to get it. We went with the color gray to match the front. The board needs to ratify this expenditure.

It took several phone calls and a couple of weeks for me to find a person willing to work on the roof. A self-employed person (Brian who is insured was referred to me by one of the reputable roofing companies in Grass Valley. He came to Alleghany on April 13th and climbed on the roof. It is amazing that the roof is not leaking! There is a combination of screws and nails holding the tin down with many missing or broken. He will pull all screws and nails and replace them with new and longer screws. He estimates two days of work. His quote is up to \$3,030. I told him that I needed board approval before giving the "go-ahead".

I included a proposed amendment to the FUND policy on this month's agenda for possible adoption next month. The changes suggest that the vehicle and building funds should be prioritized for non-maintenance expenditures (replacement or big projects/repairs) whenever possible. In some instances, waiting until the fiscal year is closed-out will be necessary to determine if funds need to be pulled from the Reserve Funds. I suggest that the money for the above repairs be treated this way (pull from general fund if possible).

The district also should be asking the non-profit corporations if they wish to assist with any projects for their respective communities. Possibly this needs to be incorporated into a policy? Should we assume that the non-profits know that they have a "standing invitation" to help with anything?

Suggestion: authorize me (secretary) to draft a letter to the non-profits asking them how they would like to be included or asked for help on future projects, grants etc. I will have Larry Allen (president) review and sign the letter.

We want to avoid a situation where the non-profits start to feel that they are being taken for granted. I know that this has happened in the past.

March 2021 RUNS

PIKE: Incident #322-163, Vegetation Fire NSJ, Dispatched at 05:14, 6790 w/6701, in route 05:33, released and returning to quarters 07:58, in qtrs. !0911

Incident #322-168, M/A Brush Fire NSJ, Dispatched @16:20,6701 responding, hold in quarters per Cal Fire, Canceled ! 16:39

Incident #322-176, M/A NSJ Brush Fire, Dispatched 10:49, 6790 w/6701, in route @11:00, left scene 11:24 returning to qtrs., in qtrs. 11:41 6760, canceled 1124, in qtrs. @11:41 w/6727,

Incident ##322-178, M/A NSJ, Dispatched 06:21, 6701 Responding, canceled 06:24

Incident##322-181, M/A Vegetation Fire NSJ, Dispatched @ 20:10, 6790 Responding w?6701, in route 20:21, left scene 22:28, in qtrs. 23:15, 6760 in route 20:23 w/6725, in qtrs. 23:22

Incident #322-183, Non injury Vehicle accident, dispatched and in route 16:13, 6701, 6740, canceled @ 16:16, in qtrs. 16:22

Incident #322-188, M/A Vegetation Fire NSJ, dispatched 6790 w/C67, in route 1809 canceled at 18:15, in qtrs. 18:34, 6760 in route 1809, canceled @18:15, 2/6725, in qtrs. @18:34

Incident #322-189, M/A Vegetation Fire NSJ, Dispatched 6760 @ 1834, left scene 20:07, in qtrs. 20:56- 6790 in route 18:34, left scene 22:17, in qtrs. 22:54

ALLEGHANY: Incident #322-182, Medical to 110 Maln St, Dispatched 7145 @ 13:22, in route 13:29, on scene 13:31, left scene 13:, Crew 7101, 7117, C67, at als 14:25, left als 14:31, in qtrs. 15:30 – Patient Beginning Mileage 393.5, Ending Mileage 406.8