



## MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Friday November 16, 2018

Location: Pike City Firehouse, 100 Pike City Rd.

**1. CALL TO ORDER:** The meeting was called to order at 6:35 pm by President Babros. Board members present: Wayne Babros, Daniel Guyer, and Chris Mills. Bruce Coons & Gracie Knowles were absent. Also present were Pike City Assistant Chiefs Jim Buckbee & Tom Starr and Alleghany Assistant Chiefs David Arbogast & Ned Cusato, AVFD auxiliary Secretary Vicky Tenney and PCVFD auxiliary President Roland Robertson. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

**2. CONSENT CALENDAR:** There was one correction to each item on the consent calendar. A motion was made by Daniel Guyer to approve the consent calendar with corrections, 2<sup>nd</sup> by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

**3. PUBLIC COMMENT:** President Babros reported that Michael Miller wished to notify the PRCSO Board that the road to the Plumbago is very bad. Wayne also reported that Alleghany resident Madeleine Hamb wanted to know about an evacuation plan for Alleghany, it was noted that no plan is currently in place other than making sure that everybody is signed up for Code Red. Both of these items will be agendaized for future discussion.

### **4. INFORMATION/DISCUSSION ITEMS**

**a) Correspondence: Incoming:** Letter from Public Utilities Commission stating that they have closed our file, signed contract for services for Mark Jokerst for Engineering and a feasibility study for the Alleghany Firehouse Improvement Project, Notification from the State Controller that effective Jan. 1, 2019 the thresholds for the Uniform Construction Cost Accounting Act are being raised to \$60,000 for using your own labor force or negotiating a contract and to \$200,000 for the informal bidding procedures. Projects over \$200,000 are subject to the formal bidding process. Invitation from PG&E to participate in a test of their new emergency procedures (this was cancelled because of the Camp Fire) Renewal of approval to provide AED services from Norcal EMS

**Outgoing:** Two quarter's worth of Continuing Quality Improvement (CQI) reviews sent to Norcal EMS, application for free NOLAXONE units mailed to the State Health Dept, Letter to the USFS District Ranger Alonzo Henderson introducing the district and inviting him to attend a PRCSO meeting, letter to AVFD Board of Commissioners as approved at the October meeting, signed contract for services sent to Mark Jokerst.

#### **b) Committee/Member/Business Reports:**

*1. Alleghany Assistant Chiefs David Arbogast & Ned Cusato* reported that there was a joint CQI review held at the Pike Firehouse on November 8<sup>th</sup>. It included a training on how to use the Narcan Spray for opiate overdoses. Two crew members are attending a Hazmat Training in N. San Juan this coming weekend, there have been two medical calls since the last meeting, one at the Lower Plumbago Mine and one in Forest City. A landing zone was set up at the corner of Ridge Rd. and Pliocene Ridge Rd for the call in Forest City. It worked well. They have mostly been training on ways to compensate for the lack of hydrant water due to construction of the new water tank in Alleghany.

2. *Pike City Assistant Chiefs Tom Starr & Jim Buckbee* Reported that they helped with the control burn by Forest City with water tender 6790. The water tender needed new tires and rims. (item under new business)

3. *AVFD Auxiliary*: Vicky Tenney reported that they had their board meeting earlier that week. They discussed their bylaws among other things. They cancelled their December meeting.

4. *PCVFD Auxiliary*: Roland Robertson reported that they are working on their Christmas dinner and raffle. It will be held on Saturday December 15<sup>th</sup> at 6pm. They will provide Ham and Turkey and ask folks to bring a side-dish or dessert to share. They've gotten lots of donations for the raffle already and will be starting their raffle ticket sales on Tuesday. Their newsletter will be going out soon.

5. *Risk Manager Report*: Nothing new to report.

6. *Board Member/Staff reports*: Rae Bell reported that the phone problem seems to be fixed and AT&T has closed the case as mentioned under "correspondence".

7. *Standing Committee Reports: Streetlights*: President Babros reported that Alleghany resident Madeleine Hamb wanted to follow-up on her streetlight shield request. Rae Bell reported that the order was placed back in April or May but PG&E has not responded to multiple requests to get it done. She will send a follow-up email to PG&E but with all of the fires it is not likely they will get to it anytime soon.

8. *Non-profit/Special District Research*: Part 3 of the research was included in the meeting packet. There was one correction to the "footnote". The PCVFD bylaws have NEVER made reference to functioning as a fire dept. Rae was confusing their administrative regulations with their bylaws. A corrected copy will be included with the minutes. PCVFD has not discussed this yet. There were no other comments.

## **5. ACTION ITEMS**

### **a) *Unfinished Business***

1. *Ongoing Policy & Procedure review/update*: The changes to the bylaws as provided were approved with one minor addition to the "definitions" to add the word "staff" to the definition of "employee" A motion to accept the changes was made by Daniel Guyer 2<sup>nd</sup> by Wayne Babros. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

2. *Alleghany Firehouse project*: Rae Bell reported that engineer Kip Lybarger surveyed the lot on Tuesday November 13<sup>th</sup>. The boundary between the cabin and the firehouse IS on the fence line. He will be drawing up the plot plan based on his survey at no charge to the district.

It was also reported that in starting his feasibility study Mark Jokerst found that the proposed 8 foot wide roof extension will increase the load on the existing building too much. Daniel Guyer explained that if an addition increases the roof load of a building by a certain percent you have to bring the entire building up to code. The concrete work will not increase the load on the building, only the roof extension presents a problem.

Rae explained that Mark is looking into a "freestanding" structure for the roof portion of the project as this would negate the upgrade requirement for the entire building.

3. *Pike Firehouse projects*: Daniel Guyer painted the staircase. The exit sign is up and just a few minor things are needed for the job to be completed.

There was a question asked about possibly installing a chair lift on one of the staircases. Roland explained that he did consult with an “acorn” representative about this several years ago but it just would not work with the inside staircase. Since the new outside staircase is a straight shot possibly that can be looked at some time in the future.

4. *Dispatch Office in Alleghany*: Vicky Tenney reported that the OES grant was approved. However; a couple of meetings have to happen before they can spend the money. It will be some time after the first week of February before the funds can be spent.

5. *Wayman Dam Project*: Tom Starr reported that he talked to Bill Adasiewicz and who did get a response from the Forest Service. Because the area is spotted owl habitat there are noise restrictions that will have to be followed. Bill has to get a document to Heather with the Forest Service to keep things moving forward.

**d) New Business**

1. *2019 meeting calendar*: A motion to accept the Calendar as presented was made by Daniel Guyer 2<sup>nd</sup> by Chris Mills **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

2. *Renew Rae Bell’s Contract*: After a brief discussion a motion to extend Rae’s existing contract through the end of the fiscal year was made by Daniel Guyer, 2<sup>nd</sup> by Wayne Babros **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. *Resolution 2018-069 in appreciation of the PCVFD Auxiliary for the staircase project completion*. A motion was made by Wayne Babros 2<sup>nd</sup> by Daniel Guyer to approve the resolution. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

4. *Approval of emergency expenditure for rims and tires for water tender 6790*: A motion to approve the emergency expenditure in the amount of \$1,833.10 to come out of the General Fund was made by Daniel Guyer 2<sup>nd</sup> by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

**NEXT MEETING AGENDA ITEMS**

The next regular meeting is scheduled for January 16, 2019 at the Pike City Firehouse. Appointment of Officers needs to be on the agenda.

**ANNOUNCEMENTS** None

**ADJOURNMENT:**

There being no further business before the board the meeting was adjourned at 7:32 PM.

Respectfully submitted,



Rae Bell Arbogast  
Secretary



# Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

## CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Pliocene Ridge CSD, Sierra County California:

Regular Meeting Agenda Meeting date: 11/16/18

In the following location(s):

Alleghany Post Office Bulletin Board, The Alleghany Firehouse, plioceneridge.org, emailed to agenda list. ~~Tom or Jim to post~~ at Pike Firehouse on 11/12/18

On 11/13/18 (date)

A copy of which is attached hereto and by reference made a part herof.

Signed under penalty of perjury: X

Rae Bell Arbogast  
Rae Bell Arbogast





**Pliocene Ridge Community Services District**  
100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

## **NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

**FRIDAY November 16, 2018 6:30 pm Pike City Firehouse 100 Pike City Rd.**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. CONSENT CALENDAR
  - a) Approval of Agenda
  - b) Approval of Minutes for October 17, 2018
  - c) Approval of Treasurer's report for October 2018
3. PUBLIC COMMENT 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
  - b) Committee/Member/Business Reports:
    1. Station 71 Chief's report
    2. Station 67 Chief's report
    3. AVFD Auxiliary
    4. PCVFD Auxiliary
    5. Risk Manager Report
    6. Board Member/Staff Reports
    7. Standing Committee Reports: Streetlight, Budget, Safety
    8. Information/Discussion item: Part 3 Non-profit/Special District research
5. ACTION ITEMS:
  - a) Unfinished business:
    1. Ongoing Bylaws & Policy review and/or update: Three revisions to bylaws 1. "Definitions" 2. Article II Public Comment and 3. Article VII General Conduct
    2. Alleghany Firehouse Project
    3. Pike City Firehouse Project
    4. Status of dispatch office in Alleghany
    5. Wayman Dam project
  - b) New business
    1. Adopt 2019 Meeting Calendar
    2. Renew Rae Bell's Contract for services
    3. Resolution of Appreciation to PCVFD Auxiliary for building the staircase
    4. Approval of emergency expenditure for tires for engine 6790 (water tender)

### 6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next Regular meeting ~~January 17, 2018~~ in Pike 6:30 pm. SEE YOU NEXT YEAR.(LOOK AT SCHEDULE)

*Jan. 16, 2019 RA*

### 7. ADJOURNMENT

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, 100 Pike City Rd, Pike CA 95960 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.



# 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 October 2018

**Beginning Checking Account Balance \$ 6,195.01**

Date	From:	For:	Amount

**Deposits Total \$ -**

Ck #	Date	To:	For:	Amount
706	10/3/18	GV Blue Print	door sign for storagage room	\$ 18.45
707	10/15/18	Rae Bell Arbogast	Secretary/Treasurer quarterly billing	\$ 600.00
708	10/15/18	AT&T		\$ 38.03
			Phone Alleghany	\$ 19.01
			Phone Pike	\$ 19.02
709	10/17/18	Postmaster	Box to Auditors	\$ 13.65
EFT	10/20/18	Credit Card		\$ 313.16
			Lost Nugget Fuel Pike	\$ 119.43
			Harbor Freight Hose for trash pumps Alleghany	\$ 102.94
			Water tender 6790 various vendors	\$ 90.79
EFT	10/1	PG&E		\$ 485.03
			PG&E Alleghany	\$ 55.31
			PG&E Pike	\$ 90.66
			Streetlights - Forest	\$ 21.77
			Streetlights - Alleghany	\$ 317.29

**Expenditures Total \$ 1,468.32**

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Pike City Fire Unallocated	\$ 6,100.00
Streetlights	\$ 3,718.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouses	\$ 822.37
Alleghany Engines	\$ 7,446.25
Interest Earned	\$ 3.69
<b>Reserve Account Total</b>	<b>\$ 50,706.76</b>

Note: Funds not completely updated for FY 17/18 yet.

**Ending Checking Account Balance \$ 4,726.69**

**Starting Savings account balance \$ 15,694.26**

interest earned  
 transfer to checking  
 transfer to FUNDS

**Ending Savings Account Balance \$ 15,694.26**

**General Fund (accounts listed above) Total \$ 20,420.95**

**Reserve account Starting Balance \$ 50,706.76**

interest earned  
 transfer from savings

**Reserve account Ending Balance \$ 50,706.76**

**Total ALL FUNDS \$ 71,127.71**

Verified against bank statement by: X *Wayne C. Babros*

Name Printed **WAYNE C. BABROS**

Title **President**

### Special District/Non-Profit Research Part 3

Prepared by Rae Bell for PRCSD meeting date 11/16/18

(Refer to Part 2 for Definitions)

Backtracking This document explains in more detail how our current structure came about and addresses what appears to be another issue (in addition to the non-profit bylaws & articles of incorporation) that is contributing to the general confusion. In a nutshell it is the fact that we refer to the Allegheny Fire Dept. Crew as AVFD and the Pike Fire Dept. Crew as PCVFD AND both auxiliaries refer to themselves as AVFD and PCVFD respectively.

The district was not formed to create three fire departments. I have revised the organizational chart that was first presented in June to hopefully illustrate this point. (attached)

In our case we have a single "FIRE" district: Pliocene Ridge CSD that covers two fire departments. The Allegheny crew is referred to as Allegheny Volunteer Fire Dept and/or Allegheny Fire and the Pike crew is referred to as Pike City Volunteer Fire Dept and/or Pike Fire Dept.

It is not unusual for a fire district to cover more than one community, with more than one fire department. Sometimes the different departments are referred to as battalions and sometimes the name of the community is used to differentiate the departments.

There are two main reasons (that I know of) for keeping the individual names of each department. The primary reason is because it is necessary for dispatch purposes. It would not work to page out Allegheny and Pike as a single fire department. Community identity is the other reason.

The district took over the fire department function when it was formed. The non-profit VFD's were kept in place as fundraising auxiliaries. This is very well documented in the district's minutes. Some people also felt that the non-profits should be kept in place in case the district failed. In order to keep the non-profits viable and in place they had to have a way to serve their mission. Becoming fundraising entities was a way to do that.

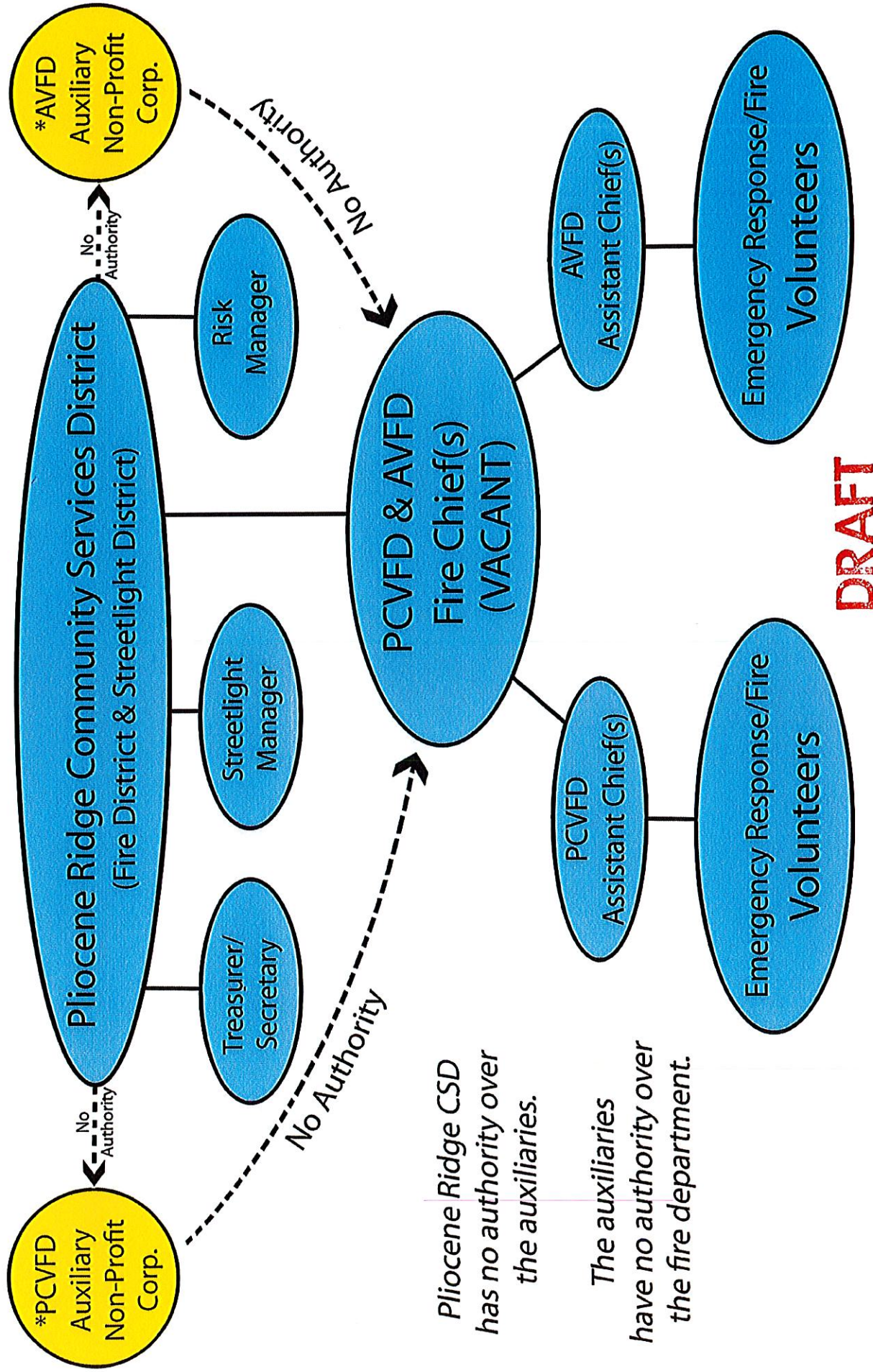
When the district was formed; the authority of the non-profits to function as fire departments became a "latent power" as explained in part 1 of this research. They also were relieved of all financial responsibility for running the two departments at that time. It should be noted that the district started out with NO MONEY and the non-profits provided the seed money to pay the insurance and a few other things the first year that the district was in service.

There are many advantages to being a non-profit entity over a public agency. As we move towards working out MOUs between our organizations we should be thinking about how it can be done in a way that protects and enhances those advantages. The important thing for us to focus on is the fact that we all have the same PURPOSE and that is to support/provide Fire Protection and Emergency Response services to our communities.

Footnote: This is the second draft of this document; the first version was given to the board members of both non-profit auxiliaries in early November BEFORE I had read the most recent version of the PCVFD Bylaws (my bad). As it turns out PCVFD has no references to functioning as a fire dept. in their bylaws. It was not my intention to get into the specifics about what is "non-compliant" about the bylaws. My knowledge on this topic is very limited. I think Roland's idea of having some meetings to discuss this research with both VFD's is a good idea; BEFORE consulting with an attorney (if it is decided to do so) in order to make a list of questions. **I have not pursued a date with Attorney Donna Williamson until it is determined if this is something that everybody wants.** There is also the one-hour of free legal advice that could be used.

DISCLAIMER: Any views or opinions expressed in this document are those of the author and do not necessarily represent the views or opinions of Pliocene Ridge CSD, its directors or other staff members.





*Pliocene Ridge CSD has no authority over the auxiliaries.  
The auxiliaries have no authority over the fire department.*

**DRAFT**

**\* Non-Profits are independent entities insured by PRCSD as fundraising auxiliaries.**

# Organizational Chart





# Pliocene Ridge Community Services District BYLAWS

## DEFINITIONS

The Pliocene Ridge Community Services District will, hereafter, be referred to as the “**District.**”

The District board of Directors will, hereafter, be referred to as the “**Board.**”

The **fiscal year** of the District shall begin on July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

The Alleghany firehouse shall be known as **Station 71**; the Pike City firehouse shall be known as **Station 67**.

**“Employee”** as used in this document shall include volunteers.

## ARTICLE I

### NAME, MAILING ADDRESS, BOUNDARIES, CLASSIFICATION, AUTHORITY, POWERS

#### NAME

The district established by the Sierra County Board of Supervisors on February 3, 2004, Resolution 04-013 as approved by Sierra Local Agency Formation Commission (LAFCO) on February 26, 2004, Resolution 2004-01, and California State Board of Equalization notice of formation dated December 1, 2004 shall be named *Pliocene Ridge Community Services District* and hereinafter be referred to as the District or PRCSD.

**MAILING ADDRESS:** PRCSD, 100 Pike City Road, Pike City, CA 95960

**PHONE:** 530-288-0624 **WEBSITE:** [plioceneridge.org](http://plioceneridge.org) **EMAIL:** [plioceneridge@gmail.com](mailto:plioceneridge@gmail.com)

#### AUTHORITY

The Pliocene Ridge Community Services District shall be supervised by a governing board herein after referred to as the Board of Directors or the Board. The Board of Directors derives its authority from the district’s formation documents and the enabling legislation for Community Services Districts specifically: California Code Title 6 Division 3 sections 61000-61250 and other applicable Government Codes.

#### POWERS

The Board of Directors has the power to establish its own policies and procedures consistent with applicable law. These policies and procedures supersede all other written or implied policies and procedures, and if any policy or procedure is in conflict with any public agency having authority over the District, said policy or procedure shall prevail.

#### CLASSIFICATION

The Pliocene Ridge Community Services District shall be limited to the following services as declared in its formation documents: A) Fire protection, emergency medical services, emergency response search and rescue and related services; B) Parks and Recreation services; and, C) Street lighting.



# Pliocene Ridge Community Services District BYLAWS

## ARTICLE II BOARD MEETINGS CONTINUED

15. **Public Comment.** 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. Board members are prohibited from addressing any items not previously included on the agenda except to provide simple answers to basic questions. The Board may receive testimony and set the matter for a subsequent meetings.

No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under Public Comment.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of person's privilege to remain within the hearing, meeting, or workshop.

No oral presentation shall include charges or complaints against any District employee, **Volunteer, Officer or Board Member** regardless of whether or not the **employee person** is identified in the presentation by name or by another reference which tends to identify. All complaints shall be directed to the Board in writing. **[The board shall establish a complaint procedure with the objective of handling all complaints at the lowest level of management possible]**

## ARTICLE III

### RECORDS, CORPORATE SEAL, LOGO, VACANCIES, COMPENSATION

#### RECORDS

The Board recognizes the necessity to keep adequate and appropriate district records to fulfill legal requirements and maintain/develop the proper administrative functions.

All documents of the District shall be in writing and made available to the public per District policy #2350.

The Secretary and Treasurer shall oversee the development and maintenance of an appropriate record keeping system that: **1.** meets all of the requirements of the state and county laws; **2.** provides data required for the audit; **3.** secures all deeds, title, and such other designated documents in a safe deposit box.





# Pliocene Ridge Community Services District BYLAWS

## ARTICLE VII ORIENTATION OF BOARD MEMBERS & GENERAL CONDUCT

New Board members shall be given selected materials on the duties and responsibilities associated with Board membership, to include the: PRCSD HANDBOOK OF BYLAWS, POLICIES and PROCEDURES

### GENERAL CONDUCT OF BOARD OF DIRECTORS

**In the meeting process, Board members shall strive to:**

- avoid making individual pronouncements and public conjecture outside of official Board meetings about district matters not yet decided by the Board;
- speak or act for the Board only when specifically authorized to do so by action of the Board;
- arrive on time for meetings; stay focused;
- raise concerns about ground rules as soon as possible;
- don't take things personally;
- after the motion and second, encourage discussion and strive for consensus;
- allow for minority point of view;
- not repeat what has been said, be concise;
- be recognized by the chair before speaking;
- come prepared, ready to ask questions and make decisions, do what is agreed upon;
- follow the agenda;
- respect confidentiality of Executive Session;
- accept the principle of board unity or consensus by supporting majority decisions of the Board.

**In personal interactions, Board members shall strive to:**

- disagree without being disagreeable;
- be honest; sensitive, trustworthy,
- use humor,
- be tolerant;
- respect the opinion of others;
- not intentionally cause anyone embarrassment;
- act with integrity and credibility;
- represent the people of the District and
- make decisions based on factual information.





**Resolution 2018-069**  
A RESOLUTION IN APPRECIATION  
OF THE PIKE CITY VOLUNTEER  
FIRE DEPT. AUXILIARY

**WHEREAS:**

The Pike City Volunteer Fire Department Auxiliary recognized the need to provide a second exit from the meeting room located at the Pike City Firehouse AND acted upon that need by building a staircase to serve as the second exit AND provided the majority of the funding to complete said project.

**THEREFORE BE IT RESOLVED THAT:**

The Board of Directors of Pliocene Ridge CSD hereby recognizes and acknowledges the recent accomplishments of the Pike City Volunteer Fire Department Auxiliary and offers its sincere appreciation for the new staircase at the Pike City Firehouse.

**CERTIFICATION**

The undersigned Clerk of the Board does hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly adopted at a regular meeting of the Pliocene Ridge Community Services District held on November 16, 2018 by the following vote:

AYES:        NAYS:        ABSTAIN:        ABSENT:

\_\_\_\_\_  
Wayne C Babros, President

\_\_\_\_\_  
Daniel Guyer, Vice President

\_\_\_\_\_  
Bruce Coons, Director

\_\_\_\_\_  
Grace Knowles, Director

\_\_\_\_\_  
Chris Mills, Director

ATTEST:

\_\_\_\_\_  
Rae Bell Arbogast  
Secretary/Clerk of the Board



**NOTICE  
OF DATE CHANGE.  
THE NOVEMBER REGULAR  
MEETING DATE HAS  
BEEN CHANGED TO  
FRIDAY NOV 16, 2018  
AT THE PIKE FIREHOUSE  
6:30 PM  
SAFETY MEETING  
6:00 PM  
SAME LOCATION**

**CHANGE IS DUE TO THE THANKSGIVING HOLIDAY**

**THANK YOU**