



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

Wednesday October 19, 2016 6:30 pm Alleghany Firehouse 105 Plaza Court Alleghany

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT
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. Station 71 Auxiliary
 4. Station 67 Auxiliary
 5. Risk Manager Report
 6. Board Member Report – status of annual audit for FY 15/16
 7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
 - a) Approval of Minutes of July 20th & Sept. 21st 2016
 - b) Approval of Treasurer's report dated September 30, 2016
 - c) Unfinished business:
 1. Wayman Dam Project
 2. Ongoing bylaws & Policy review and/or update: **Firehouse rental policy, Ord. #1 fund allocation update to policy 3000.**
 3. Alleghany Firehouse Project –
 4. Pike Firehouse Project –
 5. CDF grant application status –
 6. Secretary/Treasurer (General Administrator) position. update
 - d) New business
 1. Signature card update for WA Bank resolution #16-065 (copy not provided due to acc. info)
 2. Request for extension of Rae Bell's contract "as is" from Sept. 30th until position is filled.
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS
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 Minutes

DRAFT

Wednesday, July 20, 2016 6:30 PM Pike City Firehouse, 100 Pike City Rd, Pike

1. Meeting was called to order by President Wayne Babros at 6:30 pm, a quorum was present. The flag salute was given. Interim Secretary Rae Bell was absent and board member Grace Knowles took the minutes. A motion was made by Bruce Coons to accept the Agenda, Seconded by Dan Guyer: 4 ayes, 0 nays, 0 abstain, 1 vacant

2. There were no public comments.

3. Information/Discussion items, staff and or committee reports

a) Correspondence - **Incoming:** Thank you note and donation for \$100 from Stephanie Wolters, Thank you letter for our services and donation from Cai Sorlein for \$20 (both triggered by PR mail-out), Letter from State of Calif. EDD re new SIDES program for electronic reporting, certificate of coverage from GSRMA, customer update from Alleghany County Water District explaining governor's drought mandate is still in place and asking everybody to conserve water, Public Records Act request for specific employee information from American Transparency (confirmed with our insurance co's legal council that this was a legitimate request and they said "yes". Provided names and pay but no other info. (we only had one payroll in 2015 and it was minimal), Letter from GSRMA along with check for \$386 for loss incentive program award, ballot for CSDA board membership open seat, copy of FIRM academy special use permit, update from Alleghany County Water District regarding new rates (will not impact PRCSD Alleghany firehouse account) with list of current board members and staff, Consumer Confidence Report also from Alleghany County Water District, final copy of Grand Jury Report, they still got Alleghany wrong (see outgoing below) and said nothing about Pike... the district can respond if they wish within 60 days the report can be accessed on the County website or send an email to plioceneridge@gmail.com and I can forward it to anybody who wants one. Lastly we got a Press release from Reach announcing that Reach and Calstar have merged under REACH medical holdings LLC.

Outgoing: On May 31st Public Relation's mail-out sent to Property owners and residents of Pliocene Ridge CSD. (260 sent out), letter to GSRMA verifying that the non-profit auxiliaries have had no losses since July of 2005 along with the resolution passed in May. Response to draft copy of grand jury report received via email, emailed corrections (they seemed to think the Alleghany firehouse was not completed and could not house vehicles!) 2016 2nd quarter CQI mailed to NORCAL EMS, sent receipts and thank you notes to both Cai Sorlien and Stephanie Wolters for their donations. Issued our first billing per Ordinance #1 for non-residents to Robinson Timber for \$750 for logging accident response.

b) Committee/Member/ Business reports:

1. Station 71, Chief's Report: Assistant Chief Ned Cusato reported that there were two medical calls since the last meeting. They had training and took the engine out.

2. Station 67, Chief's Report: Jim Buckbee stated toward the end of July there would be \$78,000.00 available to be spent and a request for money would be made. A Certification for Rope and Rescue class would be upcoming, no date set. Cost would be \$100.00 per person. It would be three (3) eight (8) hour days for the classes. There should be 2 to 4 persons for the class, a minimum of two from each department. Dates not yet chosen. There would be a certified instructor from Search and Rescue. Tom Starr: pump training. Changes will be made for radio use. Everything up and running, CDF grant disallowed for the slip in for the truck. Pike will have 4 shelters and Alleghany pagers. There was a smoke check stand-by for the Forest Service fire, \$150.00 per firefighter would go to the District.

3. Station 71 Auxiliary: Chairman Bob Hale reported that elections were held and the same group remains. They are discussing holding some fundraisers.

4. Station 67 Auxiliary: Roland Robertson reported that the July 2nd fund raiser, taco night grossed \$1,100.00 most of which was from sale of dinners, not from donations.

5. Risk Management report - none

6. Board member report by Bruce Coons: one street light is out at D.A.'s house but not being billed by PG&E. Problem with PG&E billing for extra light in Alleghany should be off. PG&E to change paperwork to correct.

4. ACTION ITEMS:

a) Two corrections to minutes of May 18th meeting. Motion to accept corrected minutes by Dan Guyer, second by Gracie Knowles. Motion carried: 4 ayes, 0 noes, 1 vacant

b) approval of the Treasurer's reports for May 31 - June 30th. Motion made by _____ 2nd by _____ 4 ayes, 0 naves, 0 abstain, 1 vacant

c) Unfinished business:

1. Wayman Dam Project: nothing new to report until Fall.

2. Firehouse Pike rental policy will be put into final form to be voted on at August Ridge Dist. meeting. Snow removal for renters to be removed from final draft. No ETOH use for renters will remain but local users may bring alcohol to their dinners. Bruce stated that the fees could be waived for locals as has always been the policy. Tort claim policy approved Motion made by _____ 2nd by _____ 4 ayes, 0 naves, 0 abstain, 1 vacant

3. Alleghany Firehouse project Bob and Rae on committee to apply for grant for station 71 to improve Firehouse facility in Alleghany.

4. Pike Firehouse project: Motion made by Wayne, to sign letter of support for project. second by Bruce 4 ayes, 0 naves, 0 abstain, 1 vacant. Roland reported that Nevada City Engineering is working on the plans with details for construction which are necessary for the grant for construction of the ramp and fire escape. Mark Jokerst is also working on the plans for this project. NC Eng. will provide a TOPO sketch for the project. Necessary tree removal will be included as part of the project as will the necessary 3 foot retaining wall. The materials for the ramp will still be provided by Bill Adasciewicz. All paper work must be provided to the USDA prior to their fiscal year end Sept. 30th.

d) New Business

Solid waste fee, vote to object and send letter back to Board of Supervisors: 4 ayes, 0 noes, 1 vacant. Motion to submit opposition letter by Wayne B. Seconded by Gracie Knowles.

5. ANNOUNCEMENTS

6. NEXT MEETING DATE: August 17, 2016 regular meeting in Alleghany at 6:30 pm at Firehouse.

7. ADJOURNMENT: 7:20 PM

DRAFT

Respectfully Submitted by: _____
Grace Knowles

**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD
Held Wednesday September 21, 2016 at Station 67 100 Pike City Rd. Pike.**

DRAFT

1. A quorum was established and the meeting called to order at 6:31 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Bruce Coons and Gracie Knowles. Also present were Pike assistant chiefs Jim Buckbee and Tom Starr and Alleghany assistant chiefs David Arbogast and Ned Cusato, Pike auxiliary member Roland Robertson, and community member Lance Baldwin. Interim Secretary Rae Bell was present and took the minutes. Flag Salute.

2. PUBLIC COMMENT: None.

3. INFORMATION/DISCUSSION ITEMS

a) *Correspondence:* None other than what is covered elsewhere on the agenda.

b) *Committee/Member/Business Reports:*

1. *Alleghany Assistant Chief Arbogast* reported that there were two medical calls this month, one ALS rendezvous in Pike and one ALS transport from Alleghany due to no EMT's in the area when the call went out. The ambulance was taken to Banner Electronics in late August to fix problems with the radio antennas. Two people (one from Alleghany and one from Pike) are planning on taking the upcoming EMT class in Downieville, this will double our number of EMT's if they complete the course. Recently 9 people attended a training which is great.

2. *Pike Assistant Chiefs Buckbee and Starr* reported that they got the antennas on the command rig replaced. They are looking at getting a surplus slip-in tank for the rescue truck from the Forest Service. This will be a donation to the dept. Tristan Grew donated a 3" trash pump to the department, this is a portable piece of equipment that can pump up to 16,000 gallons an hour. It was requested that the Secretary send him a thank you letter. The tree that currently has a light on it at the Pike Firehouse is going to be replaced with a pole. There was a discussion about switching to LED lights. It was explained that board approval was not needed for this since there is \$1,350 in the budget for the Pike Firehouse and the Asst. Chief's are authorized by the budget adoption to use this money as they see fit.

3. *Station 71 Auxiliary* No Report

4. *Station 67 Auxiliary* Roland reported that he's been "out fishing" and most of the items in his report are covered elsewhere on the agenda. They will be sending out their quarterly newsletter soon. They are setting a date in October for "Hamburger night". The exact date will be in the newsletter.

5. *Risk Manager Report:* Golden State Risk Management is having their annual meeting on October 20th and 21st at Rolling Hills Casino in Corning. It is a two-day event and the district gets Loss Prevention points for attending. Dan is willing to attend one-day if somebody else will go with him. He can drive.

6. *Board Members:* Rae Bell reported that the auditors have everything they need to complete the annual audit and it is underway.

7. *Standing Committee Reports: Streetlights:* Rae Bell reported to the Streetlight Manager that even though a particular light has been shut-off at the request of the nearby home-owner (as is

mentioned in the July minutes) it is still being billed to the district. Individual home owners do not have the authority to shut off a light. The district needs a policy to address how or even if, residents can request having a light shut-off. She also reported that only two lights are being billed for Forest City and the light that was approved for shut-off in Alleghany last November is still on. The streetlights did not bring in enough revenue to meet expenses last fiscal-year and the balance was pulled from the streetlight fund. The lights are projected to run at a deficit again this year. It was suggested that a community meeting be called to address the issue, and/or a mail-out be done requesting donations as has been done in the past.

Budget Committee: Meeting held just prior to this meeting.

4. ACTION ITEMS

a) *Approval of regular meeting minutes dated 7/20/16* Tabled to the next meeting.

b) *Approval of treasurer's reports dated 7/30/16 and 8/31/16.* Moved by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

c) *Unfinished Business*

1. On the Wayman Dam project Roland reported that Bill Adasiewicz sent a few emails to Rae Bell over the last month, but she had not gotten them as he used an old email address. Bill has worked up some estimates for the work and estimates 160 man-hours. PRCSD can collect 5% for administration of the funds, the Forest Service has indicated that the project is "moving up in the queue" but probably won't be approved until next year. Rae said that she will go over the emails and see if any action is needed in time for the next meeting.
2. A revised draft of the Firehouse Rental Policy was handed out to be approved at the next regular meeting.
3. Regarding the Alleghany Firehouse: Bob Hale and Rae Bell are the "committee" to work on getting a project lined up for possible funding. Roland said the best we can hope for from USDA Rural Development will be a 75% grant and 25% loan.
4. Regarding the Pike Firehouse project: Roland reported that everything is ready for the USDA Rural Development application except the cost estimate. He has been in communication with the ADA people and they may have to try and do the project in two phases, as the ADA requirements will be extremely expensive to meet. Phase 1 would be the wall and fire escape, Phase 2 which would build on phase 1 would be to put in the road and finish the ramp.
5. The CDF 50/50 grant resolution 16-064 was adopted. Moved by Bruce Coons 2nd by Daneil Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
6. The proposed final budget was reviewed. It was decided to move \$1,200 to the Secretary/Treasurer's contract as this job will be advertised soon and \$300 was added to Equipment Repair and Maintenance for each dept. making the total in that category \$800 each. It was noted that the district's by-laws state that public hearing will be held for budget adoption. The posting requirements are being researched and this will be added to the district's calendar. Motion to adopt the final budget as amended: Moved by Daniel Guyer 2nd by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

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d) *New Business*

1. A request was received from Alleghany County Water District to put a free-standing mail box near the Alleghany Station 1 on land that the district owns in order to make it easier for water customers to make their payments. It was noted that the road dept. (Ned Cusato) needs to be involved in the decision of where to place the box so that the snow plow does not wipe it out. A motion to approve ACWD's request was made by Bruce Coons and 2nd by Dan Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
2. There was a discussion about possibly adopting a policy for splitting up money earned under ordinance #1; similar to the existing policy for mutual aid calls. Assistant Chief Starr suggested that \$150 per call go into the general fund and the balance go to whichever dept. is on the call, if both departments are on the call the money will be split between them. An unallocated account for each dept. named "contingency" would be added to the existing fund accounts and this is where the money earned by each department would go. The board was in agreement with this idea and a policy will be drafted for the next regular meeting.
3. There was a discussion about posting for the Secretary/Treasurer position. A list of job duties was provided. Wayne Babros, Dan Guyer and Rae Bell will be on the committee to post the add and screen applicants. The position should be advertised in the Mountain Messenger, The Grass Valley Union, The district Website and on Craig's list if possible. The deadline to apply will be November 11th.

NEXT MEETING AGENDA ITEMS The next regular meeting is scheduled for October 19th at the Alleghany Firehouse.

ANNOUNCEMENTS (reminders)

PCVFD hamburger night date TBD.

ADJOURNMENT: There being no further business before the board the meeting was adjourned at 8:00 PM

Respectfully submitted,

DRAFT

Rae Bell Arbogast
Interim Secretary



Pliocene Ridge Community Services District

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

Treasurers Report cut off date:

September 30, 2016

Beginning Checking Account Balance \$ 7,541.04

Deposits Budget					
Line #	Date	From:	For:	Amount	
Deposits Total				\$	-

Expenditures Budget					
Line #	Ck #	Date	To:	For:	Amount
	2394	9/6	AT&T		\$ 2.74
6172.2				Phone Alleghany	\$ 1.32
6172.3				Phone Pike	\$ 1.42
7301	2395	9/6	Banner Electronics	repeater repairs Alleghany	\$ 136.42
	2396	9/6	Sierra County Public Works		\$ 261.61
7350			Fuel Alleghany	April through June	\$ 111.61
8350			Fuel Pike	April through June	\$ 150.00
	2397	9/6	Solon Fire		\$ 648.49
7300			4 new extinguishers	Alleghany	\$ 200.00
7230			extinguisher hydrotat test	Alleghany	\$ 306.38
8230			extinguisher hydrotat test	Pike	\$ 142.11
8296	2398	9/6	Zac Kostik	mutual aid payroll pike	\$ 80.87
8296	2399	9/6	James Buckbee	mutual aid payroll pike	\$ 80.87
8296	2400	9/6	William Star	mutual aid payroll pike	\$ 80.87
6250.1	695	9/6	Postmaster		\$ 47.00
8660	EFT	9/1	WA Credit Card	Adhesive for 6790 (posted to supplies)	\$ 15.85
	OL	9/26	PG&E		\$ 496.92
6170.2				PG&E Alleghany	\$ 45.60
6170.3				PG&E Pike	\$ 72.06
9171.4				Streetlights - Forest	\$ 22.06
9170.4				Streetlights - Alleghany	\$ 357.20
Expenditures Total				\$	1,851.64

Reserve Balances		
Unallocated	Contingency	\$ 10,500.00
Allocated	Streetlights	\$ 1,768.44
Allocated	PCVFD Building	\$ 7,209.39
Allocated	PCVFD Vehicle	\$ 2,836.34
Allocated	AVFD Building	\$ 695.26
Allocated	AVFD Vehicle	\$ 7,096.70
	Interest Earned	\$ 11.25
Total		\$ 30,117.38

Ending Checking Account Balance	\$	5,689.40
Starting Savings account balance	\$	19,224.71
transfer from checking		
interest earned + \$20 report adjustment	\$	21.48
transfer to FUNDS		
Ending Savings Account Balance	\$	19,246.19
General Fund (accounts listed above) Total	\$	24,935.59

funds not updated for FY 15/16, done in October

Reserve account Starting Balance	\$	30,115.10
interest earned	\$	2.28
transfer to checking		
Reserve account Ending Balance	\$	30,117.38

Total ALL FUNDS	\$	55,052.97
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William F. Adasiewicz
121 Poplar Lane
Pike, CA 95960

September 15, 2016

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

Attn: Rae Bell Arbogast

RE: Pike Pond Clean out

Good morning Rae,

I wanted to bring you up to date on the status of the project.

Initial drawings were submitted to Heather Newell at the USFS over 3 months ago and I have been requesting status of the permit and the responses I get is the same **"I'm checking with our facilities engineer."**

So I am in the dark about what is going on I have received no response.

I have received from John Jaynes a price for the excavation and hauling away of the silt and it is for \$35,008.00.

I have estimated that we will need a crew of 4 persons to the brushing and tree cutting for 5 days. That would be 160 manhours at a cost of \$20.00 per hour or \$3200.00

Bringing the total to \$38,208.00

I would expect that the Pliocene CSD would get 5% for managing the project \$1910.40

Bringing the total cost to \$40118.40

I will be transmitting this information to Tim Beals and Lee Adams for their response and their help to get the USFS to move forward in the permitting process.

Respectfully

William F Adasiewicz

billadas@mac.com

PIKE CITY POND PROJECT

August 18, 2016

WILLIAM ADASIEWICZ
533 AIRPORT BLVD STE 400
BURLINGAME CA 94010

• SET UP EQUIP/TRANSPORT EQUIPMENT	250.00
• EXCAVATOR (2 ½ HOURS)	250.00
• SKIP LOADER (2 ½ HOURS)	250.00
• EXCAVATE POND DIRT (70 HOURS)	9,450.00
• DIG STUMPS	
• TWO 10 WHEELERS (60 HOURS)	12,000.00
• BENCH IN WEST SIDE (DOZER 5 HOURS)	675.00
• BENCH IN WEST SIDE OF POND (PART OF 50 HOURS)	
• 1 ½ X ¾ ROAD ROCK (4 TRANSFERS)	2,600.00
• RIP RAP DAM FACE 4 X 8 RIP RAP (8 TRANSFERS)	5,200.00
• 1000 FEET STRAW WADDLES FOR EROSION CONTROL	1,200.00

TREES WILL BE SLASHED AND CHIPPED BY PIKE CITY POND CREW. REMAINING LOGS WILL BE USED ON POND WALLS FOR BARRIER. ALL HAND LABOR WORK WILL BE DONE BY PIKE CITY POND CREW.

TOTAL 35,008.00 (includes 10% unforeseen exp.)

Sincerely,

JOHN JAYNES
POB 929
NORTH SAN JUAN CA 95960
(530) 292-9315
FJAYNES@OUTLOOK.COM



BUDGET PROCESS

The Board recognizes the statutory need for a comprehensive annual financial plan indicating expected revenues and expenditures for all the District's funds.

A Budget Operations Manual shall be developed and maintained by the Treasurer to document the procedure for budget preparation and adoption. It shall contain the Chart of Accounts, list of charge accounts, timelines, procedures and forms for all financial business of the District.

The Treasurer chairs the Budget Committee. The Budget Committee shall have overall responsibility for the compilation of the initial annual budget document. The budget shall outline resources and indicate the authority for expenditures necessary to carry out activities consistent with goals and objectives set by the Board. The budget shall be accompanied by related text describing significant changes from the prior year.

In July, the Budget Committee meets. In August the Treasurer submits the Preliminary Budget, Chart of Accounts, and List of Charge Accounts to the Board for review and changes. A Public Hearing is held in August. In September, the Board adopts the final Budget. A copy of the final adopted budget shall be certified by the Secretary and filed with the County of Sierra, Auditor's Office.

All unbudgeted funds received after the final budget adoption and all unanticipated expenditures after the final budget adoption shall be submitted to the board for appropriation and/or payment by Resolution or motion.

All procedures of the Budget Committee, the Treasurer and the Board shall be in compliance with the District Policy, Government Code, State Controller's Manual Accounting Standards and Procedures.

Revenues generated by Mutual Aid contracts and Ordinance #1 shall be budgeted allocated to the station generating the funds.

1. ~~Separate accounts shall be set up for each station and funds shall be allocated by the station that generated the funds as follows.~~ Mutual Aid revenue shall be allocated as follows:
 - a) Payment of employee/volunteer wages as directed in Policy 3450;
 - b) Net funds after payment of wages shall be allocated at 20% to Building Fund; 55% to Station vehicle maintenance fund; 25% to the District general fund.
2. Emergency Response Revenue (per incident) shall be allocated as follows:
 - a) \$150 to the District general fund. \$600 to a "contingency fund" assigned to the responding dept. \$300 to each dept.'s contingency fund if both respond.