



**MINUTES of the Regular Meeting of the Pliocene Ridge CSD
Board of Directors
Date: Wednesday November 20, 2019
Location: Pike City Firehouse, 100 Pike City Road**

1. CALL TO ORDER: The meeting was called to order at 6:31 pm by President Guyer. Board members present: Daniel Guyer, Chris Mills and Gracie Knowles. Bruce Coons notified the Secretary that he could not be there. Also present was Pike City Assistant Chief Jim Buckbee and Alleghany Assistant Chiefs David Arbogast & Ned Cusato; PCVFD non-profit President Roland Robertson. Public present: Vicky Tenney. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. CONSENT CALENDAR: A motion was made to approve the consent calendar by Chris Mills 2nd by Grace Knowles. Before it was voted on Vicky Tenney wished to say that the word “auxiliary” should not appear next to AVFD Inc. on the agenda. It was explained that the word “auxiliary” is being used to explain the role of the non-profit, not its name. There was one urgent item that needed to be added to the agenda and that was a resolution for the district to adopt the National Incident Management System (NIMS) in order to remain eligible for the OES grants. **A new motion was made to add the NIMS resolution to the agenda and adopt the consent calendar by Dan Guyer, 2nd by Chris Mills 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: Letter from the USDA notifying PRCSD that the grant for the Alleghany Firehouse Improvement Project had been awarded. ISO Map for Pike was finally received.

Outgoing: Pike ISO Map with a new map showing the water sources sent to ISO, third quarter Continuing Quality Improvement (CQI) report sent to Norcal EMS.

b) Committee/Member/Business Reports:

1. Alleghany Assistant Chiefs David Arbogast & Ned Cusato reported that the structure training recently held in Pike using a “dollhouse” prop was excellent and was going to be hard to beat. There was another firewise meeting in Alleghany on Nov. 7th. Nine people attended plus Chris Dorn and Pat Leach. Chris and Ned are going to take the defensible space advisor training the first week of December. There haven’t been any calls since the last meeting.

2. Pike City Assistant Chief Jim Buckbee Reported that N. San Juan fire provided the materials to make the “doll house” structure fire training prop. He said that firefighters from N. San Juan attended in addition to Alleghany and Pike, it was well-attended.

The back-up generator at the Pike Firehouse is up and running.

3. AVFD Inc. Non Profit Corp: It was reported that they are still working on their bylaws.

4. *PCVFD Non Profit Corp*: Roland reported that the previous Sunday they'd gotten their check from the Briar Patch Food Co-ops "round-up" campaign. It was quite the event, with photo ops and speeches and all kinds of things. It was the Co-ops biggest round up amount since 2015. They were encouraged to apply again.

They are working on their Christmas Party, the date is set for Dec. 15th. They are already getting raffle prizes.

They are working on a draft MOU to present to PRCSD for consideration.

5. *Risk Manager Report*: Dan reported that he, Chris Mills and Rae Bell attended the district's insurance company's (GRSMA) annual conference in Corning on Wed. the 23rd. He also was invited to attend a meeting in Downieville with the State of California Insurance Commissioner on November 12th. The meeting was well-attended and there was a lot of talk about what could be done to alleviate the problems with getting fire insurance in fire-prone areas, which is most of California. Hopefully there will be some action.

6. *Board Member/Staff reports*: Rae Bell reported that the PG&E Streetlight representative Geoff, had finally gotten in contact with her about his previous site visit to Alleghany and Forest City, she spent about 3 hours with him that week trying to help sort out the billing list. Most of the lights had bad addresses and many were not on PG&E's map.

The ISO map for Pike finally arrived, and Jim Buckbee and Chris Dorn created a new map that shows all of the water sources including their size. The new map was sent back to ISO via certified mail. Jim Buckbee stated that based on what he is seeing the insurance companies are looking at Google Earth images more than the ISO ratings to determine risk. Rae Bell reported that there has been no word about the 5-year ISO survey which was due in October. Following up with them is frustrating, they are a large company.

5. ACTION ITEMS

a) *Unfinished Business*

1. *Ongoing Policy & Procedure review/update*: A proposed revision to the district's capitalization policy #2450 was provided in the meeting packets. **A motion to accept the changes as presented was made by Chris Mills 2nd by Daniel Guyer 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Alleghany Firehouse project*: As noted under "correspondence" the grant has been awarded! The USDA reviewed the construction plans and the only change they requested was to make the sink in the meeting room ADA compliant. There also has been some back-and-forth between USDA, PRCSD and the County about the feasibility of an ADA complaint parking spot. There are exceptions to this requirement if no parking is available on the parcel and in this case there isn't, but there is still some ongoing discussion about possibly adding one on county owned land.

It was explained that the room addition will be done before the bathroom in order minimize the impact on the commodity program. Vicky stated that she wants to move the commodities into the engine bay rather than use the new room, that she has identified a space where they will fit and they are "grandfathered in". [See 9/18/19 minutes for discussion of this topic] Dan Guyer told her to take it up with the fire chief(s), they are the firehouse managers.

The goal is to start construction of the covered walkway and room addition in the Spring. It will probably take that long to get the permit and good weather is needed anyway.

3. *Pike Firehouse Projects*: It was reported that the standby generator is installed and signed –off by the County. The inspector still needs to sign off on the stairs, but they are done.

4. *OES grant projects in Alleghany*: Dispatch Office Vicky reported that she is expecting a call from Banner Communications any day for the installation. Jan Sticha Alleghany’s radio tech wants to be there when they come for familiarity.

Back-up generator for station 1: Rae reported that ABT plumbing and electric is schedule to come on Nov 26th to provide a quote for the back-up generator at the Alleghany firehouse. She still needs to get two more quotes besides that one. Jim reported that the item is on the paperwork for the next OES cycle.

Siren: Rae still needs to get two more quotes for the siren.

5. *Wayman Dam Project*: No report.

6. *Consideration of hiring an attorney for the non-profit/special district issue*: Rae Bell reported that she is pleased that all parties seem to have at least agreed that more needs to be done to differentiate the non-profits from the district and to continue to define their role as no longer being fire departments, but she thinks the district still needs to hire its own attorney before moving to the step of the MOUS because there are still many unanswered questions, including which fire dept. laws do and do not apply to the district. There is also still the question of the level of authority of the district in relation to the non-profit VFD’s (not in their role as corporations but as it pertains to their VFD status). It seems important for the district to do its own “due diligence” and to come to the table as informed as possible when the MOU’s are worked out. She also would like to get advice on the district’s organizational chart. **A motion was made by Daniel Guyer to authorize Rae Bell to pursue answers to the questions regarding the non-profit/special district issue with the CSDA’s contracted attorney. 2nd by Chris Mills. 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

d) *New Business*

1. *Consider new logo design*: A request was received at the October meeting from PCVFD non-profit treasurer Denies Ruane that the “PCVFD” be removed from the district’s logo. A draft logo was provided in the meeting packets. It was decided to change the word “Dept.” at the bottom of the logo to “Rescue”. **A motion was made to adopt the new logo with the one change by Daniel Guyer 2nd by Chris Mills. 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Adopt 2020 meeting calendar*. A draft calendar was provided in the packets, changing the regular meeting day from the 3rd Wednesday to the 3rd Thursday of each month with no meeting in December or July. **A motion to adopt the calendar as presented was made by Chris Mills 2nd by Grace Knowles. 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Resolution 2019-074 in appreciation of Wayne Babros*: **A motion to adopt resolution 2019-074 was made by Grace Knowles 2nd by Chris Mills. 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

4. Resolution 2019-075 in appreciation of Tom Starr: A motion to adopt resolution 2019-075 was made by Daniel Guyer 2nd by Chris Mills. 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.

5. Resolution 2019-076 to adopt the National Incident Management System: A motion to adopt resolution 2019-076 was made by Daniel Guyer 2nd by Chris Mills. 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.

NEXT MEETING AGENDA ITEMS


The next regular meeting is scheduled for January 16, 2020 at the Pike City Firehouse. Appointing officers will be on the agenda.

ANNOUNCEMENTS PCVFD's Christmas Party and raffle is scheduled for December 15th

ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 7:45 PM.

Respectfully submitted,


Rae Bell Arbogast
Secretary



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

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CERTIFICATE OF POSTING

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

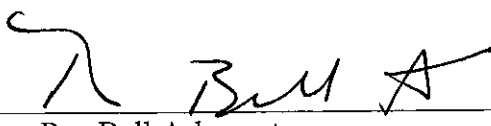
Regular Meeting Agenda Meeting date: 11/20/19

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 11/17/19 (date)

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

Signed under penalty of perjury: X 
Rae Bell Arbogast



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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

November 20, 2019 6:30 pm Pike Firehouse, 100 Pike City Road

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approval of Minutes for October 16, 2019
- c) Approval of Treasurer's report for October 2019.

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 Inc. [Auxiliary]
 4. PCVFD non-profit corporation
 5. Risk Manager Report
 6. Board Member/Staff Reports – Status of ISO surveys

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Proposed revision to Capitalization Policy 2450
 2. Alleghany Firehouse & ADA Compliance
 3. Pike City Firehouse & ADA Compliance
 4. Status of Alleghany OES Grants: dispatch office, siren, back-up generator
 5. Wayman Dam project
 6. Consideration of engaging the Calif. Special District Association's contracted attorney to address the non-profit/special district relationship issue.
- b) New business
 1. Consider new logo design – ideas welcome
 2. Adopt 2020 meeting calendar
 3. Resolution of appreciation Wayne Babros
 4. Resolution of appreciation Tom Starr

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next meeting date January 2020 in Pike, day to be determined

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 or plioceneridge@gmail.com 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 2019

Beginning Checking Account Balance \$ 2,752.99

DEPOSITS

Date	From:	For:	Amount
10/31	Dark Incident (Mutual Aid)	Pike FD	\$ 1,370.73

Deposits Total \$ 1,370.73

EXPENDITURES

Ck #	Date	To:	For:	Amount
753	10/5	AT&T	Phones	\$ 39.36
			Alleghany	\$ 19.68
			Pike	\$ 19.68
2512	10/16	Rae Bell Arbogast	Dist. Admin 3 mos	\$ 600.00
2513	10/16	Sierra County Tax Collector	Solid Waste Fees	\$ 257.18
			Pike	\$ 140.25
			Alleghany	\$ 116.90
754	10/21	Streamline	Annual Web hosting and service	\$ 300.00
EFT	10/22	EDD	State PR taxes	\$ 76.60

Expenditures Total \$ 1,273.14

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 3,000.00
Alleghany Dispatch Office	\$ 700.00
Alleghany equipment	\$ 1,261.84
Pike City Fire Unallocated	\$ 7,000.00
Streetlights	\$ 4,270.41
Pike City Firehouse	\$ 2,404.08
Pike City Engines	\$ 3,371.73
Alleghany Firehouse	\$ 1,409.37
Alleghany Engines *	\$ 15,770.39
Interest Earned	
Reserve Account Total	\$ 63,687.82

* \$8,000 for Alleghany vehicle purchase only

Ending Checking Account Balance \$ 2,850.58

Starting Savings account balance \$ 24,163.59
 interest earned
 transfer to checking
 transfer to FUNDS \$ (1,858.27)
 Ending Savings Account Balance \$ 22,305.32

General Fund (accounts listed above) Total \$ 25,155.90

Reserve account Starting Balance \$ 61,829.55

transfer from savings \$ 1,858.27
 Reserve account Ending Balance \$ 63,687.82

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 88,843.72

Verified against bank statement and QB balances by: X Daniel Guyer Name Printed DANIEL GUYER
 Note: Savings and Fund accounts are reconciled quarterly. title



Pliocene Ridge Community Services District
Policies & Procedures: **OPERATIONS FINANCES** Policy 2450
2040

FIXED ASSETS INVENTORY CONTROL CAPITALIZATION POLICY

Capitalization

The Board of Directors recognizes it is in the best interests of the District to have fixed assets inventory control. Such information will contribute to loss control, provide an organized replacement program, and allow for the complete up-to-date inventory of major District assets.

The objective of the fixed asset system is to provide a tool for controlling property acquisition, availability, transference and disposal.

DESCRIPTION OF FIXED ASSETS

It is the policy of the Board to provide the district's fiscal officer or accountant with the means necessary to consistently decide which expenditures should be capitalized.

Fixed assets include land, buildings, structures and other improvements, equipment or any related capital lease. These items are further defined as follows:

- A. Land includes all parcels purchased or, if acquired by donation, the appraised value on the date received. All expenditures made to acquire land such as purchase price, closing costs, attorney's fees and recording fees should be capitalized.
- B. Buildings, structures and other improvements include all costs related directly to their acquisition or construction, including materials, labor and overhead costs during construction; attorney and architect's fees and building permits and other related fees. Building alterations will be capitalized when they increase the value or life of the building. All other land improvements having a limited life and requiring ultimate replacement shall be capitalized. This includes grading and landscaping, pavement, sidewalks and other related recreational improvements, which add to the value of the property.
- C. Equipment includes vehicles, office equipment, computer equipment and other equipment of a relatively permanent nature and of significant value.
 1. Relatively permanent nature should be interpreted as having a useful life expectancy of ~~three~~ **five** or more years.

2. Significant value shall be defined as all equipment acquisitions with a cost of \$500 \$2,000 or more, subject to the following exceptions:
 - a. All electronic equipment with a value of \$500 \$2,000 or more including, but not limited to, cameras, camera accessories, photocopiers, fax machines, video or projection equipment, recording or transcribing machines, radios, SCBAs, TVs and VCRs.
 - b. All computer hardware and software including accessory components with a value of \$500 \$2,000 or more.
 - c. Personal protective equipment such as turn-outs.
3. The cost of equipment includes the purchase price, freight charges, taxes (sales, use, transportation) and installation charges less any discounts received. (Min 10/21/09)
- D. Capital leases include all arrangements to lease land, buildings and structures, or equipment with the District intending to assume ownership rights when the lease is paid off. If a purchase would normally meet the fixed asset criteria stated above, it shall be accounted for as a fixed asset regardless of the financing arrangement used.
- E. Construction-in progress includes the cost of construction work undertaken but not yet completed. Finalized costs on completed construction projects will be capitalized to the Buildings and Improvements fixed asset account.

TREATMENT OF COSTS SUBSEQUENT TO ACQUISITION

- A. Maintenance is defined as expenditures, which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition. Maintenance costs shall not be capitalized.
- B. Capitalized expenditures are defined as expenditures that materially add to the value or betterment of property/equipment or appreciably extend its life. The cost of capitalized expenditures should be added to the book value of the asset where the original cost of a component being improved can be specifically identified.
- C. Additions are new and separate units or extensions of existing units, with a value of \$500 \$2,000 or more and are considered to be fixed assets.

INVENTORY

- A. ~~At the completion of each fiscal year, the Fire Chiefs shall complete an inventory of capitalized fixed assets purchased in the fiscal year. The inventory list shall be balanced against the end of fiscal year accounting and financial records.~~

- ~~B. A complete inventory of capitalized fixed assets shall be performed at least once every three years and a copy shall be presented to the Board for review.~~

DISPOSAL OF FIXED ASSETS

- ~~A. The Board of Directors shall authorize the retirement of fixed assets declared surplus or non-serviceable before staff may dispose of them.~~
- ~~B. For any item valued at less than \$1,500, there will be an attempt to secure at least two quotes (bids). Any item valued at \$500 or more will be advertised in a local newspaper and posted locally and will indicate that a sealed bid is required and the date and time of the bid opening unless otherwise directed by the Board.~~
- ~~C. After appropriate governing board action to declare surplus, all fixed assets shall be removed from the district fixed asset records when sold or otherwise disposed of.~~

— *Notes to Draft revision: Disposition of assets was moved to its own policy #2070*

Inventory control is a duplicate of another old policy 5300 that needs to be revised as well.

Recent conversations with the district's auditors informed the proposed capitalization changes presented here.



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[AGENDAS, APPROVED MINUTES AND FINANCIAL INFO. POSTED ONLINE](#)

2020 SCHEDULE OF REGULAR MEETINGS

JANUARY	Thursday	January 16, 2020	6:30pm	Pike City
*FEBRUARY	Thursday	February 20, 2020	6:30pm	Alleghany
MARCH	Thursday	March 19, 2020	6:30pm	Pike City
APRIL	Thursday	April 16, 2020	6:30pm	Alleghany
*MAY	Thursday	May 21, 2020	6:30pm	Pike City
JUNE	Thursday	June 19, 2020	6:30pm	Alleghany
JULY	No meeting			
*AUGUST	Thursday	August 20, 2020	6:30 pm	Alleghany
SEPTEMBER	Thursday	September 17, 2020	6:30pm	Pike City
OCTOBER	Thursday	October 15, 2020	6:30pm	Alleghany
*NOVEMBER	Thursday	November 19, 2020	6:30pm	Pike City
DECEMBER	No meeting			

* SCHEDULED SAFETY/RISK MANAGMENT MTNG. 6:00 PM



DRAFT