



**MINUTES of the Regular Meeting of the
Pliocene Ridge CSD Board of Directors
Date: Thursday September 19, 2024 Time: 6:30 pm
Location: Alleghany Firehouse Station 2**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:35 pm by Vice President Bruce Coons. **Flag Salute.** Present: Board members, Pam Davis, Bruce Coons, Chris Mills and Burns Tenney. Director Grace Lundeen was absent. Also in attendance: District Fire Chief Chris Dorn, Alleghany Assistant Chiefs David Arbogast (by phone) and Ned Cusato. Public: none Pliocene Ridge CSD Secretary Rae Bell Arbogast attended by phone and took the minutes.

Prior to the adoption of the agenda an urgency item was brought to the board's attention. A motion was made to add the USDA Vehicle Grant to the agenda for discussion and to provide staff with direction. **The motion was made by Chris Mills and seconded by Pam Davis Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.** It was decided to discuss the issue before the consent calendar was addressed. [Last spring, after the district applied for help with the purchase of the Water Tender and a rescue truck USDA had said that no funding was available for this fiscal year] Treasurer Rae Bell Arbogast explained that she had received an email the previous day (Sept. 18th) from our USDA rural development representative stating that some funding had come through unexpectedly for the vehicle funding and that Pliocene Ridge CSD's application had made first place out of 50 applications submitted state-wide. The email stated that a grant amount of \$46,800 was available with a list of hoops to jump through including requesting loans from 3 different banks, financial documentation, a letter regarding reserve funds. The email stated that they needed all this no later than the next day (Sept. 19th). Rae Bell did not see the email until 4pm [and she was in Montana where it was 5pm]. She responded immediately stating that she could work on everything in the morning. She "hit the ground running" the next morning, provided the letter, requested financial information and contacted 3 banks with a loan request based on a template provided by USDA. A few hours later at 11 am she got an email stating that the amount wasn't as much as they were told originally and that we could only get \$22,300! The USDA rep. apologized for the confusion and said that our option was to take that amount or wait until the next funding cycle to try again for the larger amount. She needed an answer right away. Rae Bell told her that she needed to consult with the board and that by coincidence a board meeting was already scheduled for that night. Staff did discuss amongst themselves and felt that we should take the lower amount rather than bank on possibly getting a larger amount later. We were told that the application would be re-ranked if we applied again on the next cycle. Then at the end of the day and shortly before the PRCSD board meeting we got another email from USDA saying that they might be able to honor the full amount of \$46,800 after Sept. 30th when their fiscal year ends. They stated that other states usually have left-over money that can be tapped into. **After a discussion the board instructed staff to move forward with getting whatever money they could, even if it is the lower dollar figure and to fill out the necessary paperwork. This was agreed upon by consensus.**

2. CONSENT CALENDAR:

Approval of current Agenda (with modification above), Minutes for regular meeting held June 20, 2024, and the Treasurer's reports for June, July and August 2024. **A motion was made to approve the consent calendar by Chris Mills and seconded by Pam Davis Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: None.

4. INFORMATION/DISCUSSION ITEMS

a) *Correspondence Incoming*. Conflict of Interest Code docs from Sierra County Clerk Recorder **Outgoing** Letter to the IRS explaining why form 944 was filed for Calendar Year 2023 and requesting a refund for the penalty and interest that was paid in May 2024, Letter of intent to participate in Golden State Risk Management Authority's Risk Management Assessment Program (RMAP) for fiscal year 24-25

b) *Committee/Member/Business Reports:*

1. *Chief's Report* ~ Chief Dorn commented that it has been quite a while since there was a board meeting. They have been very busy; it is a banner year for the district with over \$150,000 in income expected for a combination of Strike Team assignments and Standby assignments. So far there have been 6 Standby assignments with more expected. Having local firefighters on standby during extreme fire weather makes sense because they know the terrain best and have the quickest response time for nearby incidents. The standby crews have been working on cleaning up the firehouse while on duty. Chief Dorn and Firefighter Ethan Esch took Water Tender 67 to the Park Fire in Butte County for 12 Days. That assignment alone is expected to bring in around \$62,000 gross with a payroll expense of around \$30,000. The net revenue will essentially pay for the cost of the Water Tender purchased last year.

He reported having to turn down some strike team assignments because of low staffing levels. He can't leave the district without coverage. A standby that started on September 1st ended up rolling into initial attack on the Bear Fire near Sierra Brooks. They were on that call for a full 24 hours and performed structure protection in Sierra Brooks. Luckily the wind cooperated, and the fire moved away from the community.

He stressed that while this income is great, we can't count on it every year. His thought is to put it into reserves to use to improve the stations and upgrade apparatus. There are some expenditures that he will be making immediately to keep the district in the position to take advantage of these opportunities. Specifically for necessary radio equipment that is quite expensive.

Next year he is hoping to become a strike team leader for Sierra County. He isn't quite qualified but intends on taking the necessary training this winter. All this work is making the district part of the bigger group which is very important. These connections are mutually beneficial.

2. *Assistant Chiefs' Report:* Ned Cusato reported that things have otherwise been pretty quiet since the last board meeting with a couple of medical calls.

3. *Alleghany Fire Department Auxiliary:* ~ No report

4. *Pike Community Support Foundation* ~ There was a moment of silence for PCSF President and long-time Pike resident Roland Roberston. Everyone voiced appreciation for his community service work and stated that he will be missed. Chris Mills reported that a Celebration of Life for Roland was scheduled for September 21st at noon at the Pike Firehouse. It will be a potluck.

5. *Board Member/Staff Reports* ~ Secretary/Treasurer report provided in writing.

6. *Firewise Community Projects* ~ Report Provided in writing.

7. *Firehouse Projects & ADA Compliance:*~ Chief Dorn talked about the work that the crew has been doing at the Pike Firehouse during the standby assignments. Besides cleaning and hanging sheet rock they removed the walls on the bathroom stall in the engine bay with an eye towards making it ADA Compliant. This will provide a ground-level space for board meetings. All measurements indicate that this can be done with minimal effort. A larger rescue truck was taken into consideration when taking the measurements. (action item under “new business”)

8. *Pending Grants* – See USDA item above, still no word on the Rural Capacity 50/50 grant for radio equipment.

5. ACTION ITEMS

a) Unfinished Business

1. *Appoint Officers.* After discussion the following slate of Officers was selected: Chris Mills President, Bruce Coons Vice President, Rae Bell Arbogast Secretary/Treasurer. **A motion was made to appoint this slate by Bruce Coons and seconded by Chris Mills Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

2. *Discussion re: use of new Command Vehicle* Chief Dorn explained that on high-fire danger days when he will be on duty as Officer In Charge (OIC) This will be on days when he will not be working outside of the district for the County. He wants to drive the command vehicle from his home in Pike to the County Yard in Alleghany for a faster response time in the event of a fire. The board decided by consensus that this is a good idea but were concerned if it might raise any insurance issues. The Secretary is to investigate this further and report at the next meeting.

b) New Business

1. *Biennial Review of Conflict of Interest Code:* A copy of the code was posted with the meeting documents. It was decided by consensus to authorize the President to sign the form provided by the County.

2. *Establish Rae Bell Arbogast terms of employment* Copies of Rae Bell’s compensation terms as an independent contractor and her hours for the last two years were provided in the packets. A summary of her compensation was also provided. After a discussion it was decided to end the payment terms as listed in the contract that ended on June 30th and switch her compensation to an hourly rate paid at minimum wage. Additional money was incorporated into the draft final budget to accommodate this change. She explained that she will continue to donate some hours. There was a question about if a job posting was required. [Secretary was having a hard time communicating via phone and did not fully understand the question, thinking this was in reference to splitting her job into two positions. Topic added to October agenda for further discussion.] **A motion was made by Chris Mills to change the Secretary/Treasure’s rate of pay to minimum wage seconded by Pam Davis Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

3. *Approve including district’s property in Alleghany and Pike in planning grants for fuels reduction.* It was explained that the Sierra County Firesafe Counsel has hired a forester to work on planning grant proposals for Pike and Alleghany. It was decided by consensus that both the Pike Firehouse property and Alleghany Firehouse Station 1 property should be included. If a grant is awarded there will be documents to sign.

4. *Adopt Final Budget for Fiscal Year 24/25* **A motion was made by Chris Mills to adopt the budget as presented and seconded by Pam Davis Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

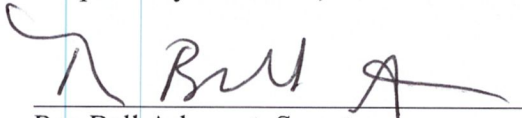
5. *Appoint project manager for engine bay bathroom remodel.* After discussion: **A motion was made to appoint Ned Cusato as the project manager and to authorize staff to apply for a building permit to build an ADA compliant bathroom by Burns Tenney seconded by Pam Davis Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

6. *Remove Item #15 "Complaints" from Article II of the Bylaws* **A motion was made to Remove Item #15 of Article II from the bylaws by Burns Tenney seconded by Chris Mills Ayes: Davis, Coons, Mills, Tenney Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS: The next regular meeting is scheduled for October 17, 2024 in Pike. Director Tenney explained that he cannot make the 17th and suggested moving the date to October 16th since there have been problems with getting a quorum together. Secretary to work on this. Next Meeting Agenda items:

7. ADJOURNMENT: There being no further business before the board, the meeting was adjourned at 8:04 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Rae Bell Arbogast', written over a horizontal line.

Rae Bell Arbogast, Secretary



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

Thursday September 19, 2024, 6:30 pm

Location: Alleghany Firehouse Station 2

VIA Phone Conference available for non-board members call 978-990-5144 Access code 6919768#

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. CONSENT CALENDAR
 - a) Approval of Agenda
 - b) Approve Minutes for regular meeting held June 20, 2024
 - c) Ratify Treasurer's reports & bill payments for June, July and August 2024
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 since last meeting –
 - b) Committee/Member/Business Reports:
 1. District Chief's report
 2. Assistant Chiefs' reports
 3. Alleghany Fire Department Auxiliary
 4. Pike Community Support Foundation
 5. Board Member/Staff Reports ~
 6. Firewise Communities –
 7. Firehouse Projects & ADA Compliance ~ Both Departments- One item under new business.
 8. Pending Grants –
5. DISCUSSION and POSSIBLE ACTION ITEMS:
 - a) Unfinished business:
 1. Appoint Officers
 2. Discussion re: Chief Dorn to utilize new command vehicle on workdays.
 - b) New business
 1. Biennial Review of Conflict of Interest Code
 2. Establish Rae Bell Arbogast terms of employment
 3. Approve participation in planning grant for fuels reduction project for Pike and Alleghany firehouses.
 4. Adopt Final Budget for Fiscal Year 24/25
 5. Appoint project manager for downstairs bathroom remodel at Pike Firehouse and authorize staff to acquire a building permit for the job.
 6. Remove Item #15 Complaints from Article II of the Bylaws
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for October 17, 2024 in Pike. 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 or plioceneridge@gmail.com specifying your disability and the format in which you would like to receive this agenda and future agendas. SEND AN EMAIL TO plioceneridge@gmail.com to be added to the email list for meeting notices.



Pliocene Ridge Community Services District

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

Treasurer's Report for June 2024

Beginning Checking Account Balance \$ 2,092.85

DEPOSITS

Date	From:	For:	Amount
24-Jun	USFS	Pendola Fire	\$ 2,376.77
27-Jun	Savings	Early July EFTs for PGE and CC Card	\$ 3,000.00
Deposits Total			\$ 5,376.77

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	6/3	PG&E	details below	\$ 526.76
			Allegheny Firehouse	\$ 70.04
			Pike Firehouse	\$ 127.26
			Allegheny Streetlights	\$ 308.33
			Forest City Streetlights	\$ 21.13
EFT	6/1	West America Bank CC Card	details below	\$ 759.64
			Fuel Pike City FD	\$ 139.14
			WT 67 keys	\$ 14.20
			staff of life decal for engine 7180	\$ 5.36
			medical supplies	\$ 200.05
			supplies PIKE FD (cliff bars for trucks)	\$ 25.00
			supplies Allegheny FD (cliff bars for trucks and paper tow	\$ 31.35
			Fraudulent charges to be refunded.	\$ 25.74
			Printer for Pike FH posted to district office exp.	\$ 318.80
812	6/1	ACWD	to repay cash from ACWD used to pay weed eater person for Station 1 in allegheny	\$ 110.00
813	6/1	C. Dorn reimburse	DMV fees for title transfer Chief 67 2010 Ford and 7145	\$ 57.18
2708	6/6	AT&T	phone paid two months	\$ 133.34
2709	6/6	Sierra County Public Works	Fuel Allegheny \$34.57 Fuel Pike 105.18	\$ 139.75
2710	6/30	C. Dorn	Pendola Fire Gross \$ 416.60	Net \$ 384.73
2711	6/30	C. King	Pendola Fire Gross \$ 416.60	Net \$ 384.73
Expenditures/transfers Total				\$ 2,496.13

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 12,950.00
Allegheny Firehouses	\$ 11,409.37
Pike City Firehouse	\$ 3,064.76
Allegheny Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Allegheny Dispatch Office	\$ 700.00
Streetlights	\$ 8,213.38
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 24.13
Reserve Account Total	\$ 74,903.37

Ending Checking Account Balance	\$ 4,973.49
Starting Savings account balance	\$ 25,419.67
tr to checking at end of month to cover 7/1 EFTs	\$ (3,000.00)
interest earned	\$ 2.04
Ending Savings Account Balance	\$ 22,421.71
General Fire Fund Total	\$ 27,395.20
All Fire Funds (including reserves)	\$ 94,085.19
Note: A small amount of streetlight funds are comingled with general fund during the year.	
Reserve account Starting Balance	\$ 74,897.97
Interest earned	\$ 5.40
deposits	
Reserve account Ending Balance	\$ 74,903.37

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

Total All Funds \$ 102,298.57



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 100 Pike City Road
 Pike City, CA 95960
 plioceneridge.org

Treasurer's Report for July 2024

Beginning Checking Account Balance \$ 4,973.49

DEPOSITS

Date	From:	For:	Amount
1-Jul	Savings	Insurance payment	\$ 12,000.00
24-Jul	Savings		\$ 3,000.00
Deposits Total			\$ 15,000.00

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	7/1	PG&E	details below	\$ 519.12
			Allegheny Firehouse	\$ 66.89
			Pike Firehouse	\$ 122.75
			Allegheny Streetlights	\$ 308.33
			Forest City Streetlights	\$ 21.14
EFT	7/1	West America Bank CC Card	details below	\$ 1,609.59
			Life Assist Medical Supplies	\$ 1,471.53
			postmaster -postage	\$ 1.10
			B&C \$39.06 x 2 for electronic rodent deterrents both depts., \$84.58 4 personal headlamp	\$ 162.70
			credit for fraudulent charges	\$ (25.74)
EFT	7/1	NAPA Auto	details below	\$ 245.69
			Rescue 6740 Engine Parts	\$ 756.15
			C67 New command rig window parts	\$ 289.32
			Water Tender 67	\$ 23.87
			Credit for engine core Rescue 6740	\$ (823.65)
EFT	7/2	Golden State RMA	Annual Insurance Premium	\$ 13,488.00
2712	7/17	Allegheny Water	annual water bill for Station 1 in Allegheny	\$ 545.25
2713	7/24	AT&T	Phones at Staion 1 Allegheny and Pike FH	\$ 67.07
2714	7/24	Sierra County Public Works	Fuel Pike \$250.94 Fuel Allegheny \$19.75	\$ 270.69
2715	7/24	IRS	form 941 PR taxes for first and second quarter 2024	\$ 179.56
814	7/23	Rae Bell Arbogast	Final payment as independent contractor for quarter ended 6/30/2024	\$ 600.00
EFT	7/26	EDD	2nd quarter State Payroll taxes	\$ 29.16
			Expenditures/transfers Total	\$ 17,554.13

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 12,950.00
Allegheny Firehouses	\$ 11,409.37
Pike City Firehouse	\$ 3,064.76
Allegheny Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Allegheny Dispatch Office	\$ 700.00
Streetlights	\$ 8,213.38
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 24.13
Reserve Account Total	\$ 74,903.37

Ending Checking Account Balance	\$ 2,419.36
Starting Savings account balance	\$ 22,421.71
7/1 to checking	\$ (12,000.00)
7/24 to checking	\$ (3,000.00)
interest earned	
Ending Savings Account Balance	\$ 7,421.71
General Fire Fund Total	\$ 9,841.07
All Fire Funds (including reserves)	\$ 76,531.06
Reserve account Starting Balance	\$ 74,903.37
Interest earned deposits	
Reserve account Ending Balance	\$ 74,903.37

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

Total All Funds \$ 84,744.44



Pliocene Ridge Community Services District

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 100 Pike City Road
 Pike City, CA 95960
 plioceneridge.org

Treasurer's Report for August 2024

Beginning Checking Account Balance \$ 2,419.36

DEPOSITS

Date	From:	For:	Amount
16-Aug	Donations	\$3,000 AK & CM Jennings Foundation, \$2,000 Robinson Ent.	\$ 5,000.00
13-Aug	Mountain Fire	Mutual Aid USFS	\$ 1,599.17
Deposits Total			\$ 6,599.17

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	8/1	PG&E	details below	\$ 562.87
			Allegheny Firehouse	\$ 75.79
			Pike Firehouse	\$ 162.22
			Allegheny Streetlights	\$ 304.02
			Forest City Streetlights	\$ 20.84
EFT	8/1	West America Bank CC Card	details below	\$ 1,399.77
		OCD Graphics	Decals for new C67 Command vehicle	\$ 207.98
		Life Assist	medical supplies	\$ 85.23
		firehose supply.com	fire hose Pike FD	\$ 632.66
		Red Cross	certificate for firefighter just completing title 22 class	\$ 46.00
		postmaster	postage	\$ 5.32
		Lost Nugget Market	fuel Pike FD	\$ 150.00
		safeway	food for joint training with surrounding agencies	\$ 49.05
		Lost Nugget Market	fuel Pike FD Mountain Fire	\$ 64.25
		Walmart	bug bombs for Station 67	\$ 19.48
		Lost Nugget Market	fuel Pike FD Double Fire	\$ 54.45
		Amazon	Batteries and lights for Water Tender 67	\$ 85.35
815		VOIDED		\$ -
816	8/2	Sandie Buckbee	Reimburse New Patient Care Report Forms, 2-part carbonless copy, should last a long time qty 250	\$ 337.07
817	8/16	AT&T	Phones at Station 1 Allegheny and Pike FH	\$ 69.49

Expenditures/transfers Total \$ 2,369.20

Ending Checking Account Balance \$ 6,649.33

Starting Savings account balance \$ 7,421.71

Transfer to reserve fund \$ (5,780.64)

interest earned

Ending Savings Account Balance \$ 1,641.07

General Fire Fund Total \$ 8,290.40

All Fire Funds (including reserves) \$ 79,956.26

Note: Current year streetlight income/expense is comingled with general fire fund.

Reserve account Starting Balance \$ 74,903.37

Interest earned

Transfer to reserve fund - \$5,000 donations + 780.64 for FY 23/24 year-end adjustment. \$ 5,780.64

Reserve account Ending Balance \$ 80,684.01

Total All Funds \$ 88,974.41

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

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 17,950.00
Allegheny Firehouses	\$ 11,409.37
Pike City Firehouse	\$ 3,064.76
Allegheny Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Allegheny Dispatch Office	\$ 700.00
Streetlights	\$ 9,018.15
EMS Vehicle Fund	\$ 250.00
Interest Earned	
Reserve Account Total	\$ 80,684.01

UPDATED FOR FY 23/24 YEAR END See worksheets



Staff report for meeting date 9/19/2024 Note: The regular August 2024 Board meeting was cancelled due to the lack of a quorum and no meeting was held in July per the regular meeting schedule. Yellow highlights show additions to the August report. Report prepared by Secretary/Treasurer Rae Bell Arbogast– *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 since last meeting.

Incoming. Conflict of Interest Code docs from Sierra County Clerk Recorder **Outgoing** Letter to the IRS explaining why form 944 was filed for Calendar Year 2023 and requesting a refund for the penalty and interest that was paid in May 2024, **Letter of intent to participate in Golden State Risk Management Authority's Risk Management Assessment Program (RMAP) for fiscal year 24-25**

Note: I could find no requirement for emails to be listed under correspondence. I put an inquiry on the CSDA Forum and got only one response from a special district secretary who stated that her district lists only emails that are pertinent to the board's business. That seems like another "can of worms" because who decides what is and is not pertinent? For this reason and reasons explained in my June Staff report, I am not listing emails under correspondence. The board could always adopt a policy regarding this to clarify the definition of "correspondence" if they choose to.

Agenda item 4. b) 5 Staff Reports.

Status of request to Sierra County BOS for funding from Service area 2 for medical supplies. Thanks in large part to the advocacy of Supervisor Lee Adams, the BOS voted on 8/6/2024 to allocate \$1,000 for this fiscal year, to PRCSO help pay for medical supplies. This will be tracked in a separate fund and a report will be made to the BOS next year. The hope is that we will be able to establish this as an annual allocation from Service area 2.

Streetlights: After the June meeting, I realized that I did not fully answer the question about why the streetlights' portion of the county management fee has risen over the years. As stated at the meeting, it is true that the percentage charged by the County has increased, but the revenue amount has also increased, so it is a combination of both things, that has caused the amount to increase.

After the June meeting, I looked in Quickbooks and the billing for the lights in Forest City got reduced to only 2 lights in 2015. BUT according to Forest City resident Cheryl Durrett, three lights are currently on and an additional fourth light that was never upgraded to a LED went out just a couple of years ago. This is the light that they want back on, Badge #5. There is another one that is on that they want turned off.

I reached out to PG&E at the end of June 2024 to establish a new contact in the streetlight division but I never got a call back. In July I remembered that I had some email addresses from the LED upgrade was done in 2015. By searching my emails, I found them and sent out an inquiry. Three out of four addresses responded back! PRCSO now has a streetlight rep Ryan Gibbs, who is working with me. We will be working to get the billing side straightened out and the light in Forest badge #5 upgraded and turned on.

I had a phone meeting with Ryan on July 18th and I also spoke to Forest City resident Cheryl Durrett. On July 21st Ryan had me fill out a request form to turn badge #5 in Forest City back on and to add it to the bill. Ryan said this is the first step, then we can have it upgraded to LED. I sent a follow-up email on 8/8/2024 and on 8/9/2024 I got an attachment that I can't open, but the message was that I will need to make a phone call. **The light has been added to the billing. On 9/7/2024 Cheryl informed me the light is off again (after it was on briefly). Multiple follow-ups with PGE on 9/9/2024, 9/10 and 9/11. Work ongoing. My newfound confidence that we could get this taken care of is quickly waning.**

Status of Fiscal Year 23/24 bookkeeping close out. I followed up with Sierra County Auditor Van Maddox on the status of the final tax payment for Fiscal year 23-24 and he said that it will be mailed no later than August 16th. The amount of that final check is not predetermined. Once we get the check (or the amount of the check anyway) I can close out the books and update the Funds accordingly. Then everything will be mailed to Boden, Klein and Sneesby CPA's for the independent audit. (Final tax check deposited in September, funds updated)

Risk Management Accreditation Program (RMAP) Golden State Risk Management Authority offers insurance premium refunds of 1 to 10% for participants in their RMAP program. The letter of intent to participate is due the first Monday in September for each fiscal year. Cameron and I submitted a letter of intent for PRCSD. The next step is a meeting with a representative from GRSMA. Cameron and I will be doing that on October 18th.

The district has participated in this program in the past. With the recent insurance cost increase, it makes sense to try again. Getting everyone caught up on required trainings (Ethics and Harassment Prevention) is one way to earn points. Reminders for the Ethics training have been sent to the board.

Agenda item 4. b) 6 Firewise On July 27, 2024, the following email went out to the Pike and Alleghany residents who expressed interest in participating in a fire prevention grant last summer.

My name is Danielle Bradfield and I am the consulting forester working with Sierra County on various fuel reduction projects throughout the County. Rae Bell Arbogast provided me with your contact information as part of a list of folks potentially interested in fuel reduction within your community.

Sierra County now has funding to put together potential community-level fuel reduction projects. In late August, myself and my staff foresters are preparing to take a look at properties of those interested in an effort to get a Alleghany/Pike project "shovel ready". This status would provide the Sierra County Fire Safe Council with the necessary information (total acres, treatment types, treatment prescriptions, and permit type needed) to write a grant to fund implementation of fuel reduction in the community. Having this information makes for a much more competitive grant application with a more accurate anticipated budget.

The initial information we would need to gather is:

- general fuel types and extent (trees, brush, how much, how tall, how dense etc).*
- presence and abundance of watercourses*
- slope, topography*
- is obvious archaeology present (visible to the naked eye).*

In order to gather this information I would need permission to access your property strictly for these purposes. For most properties, I would need access for approximately a half to 1 day. If preferred, I can have my foresters also meet you on site when they are there.

If you remain interested in this effort and would like a site visit, please let me know by responding to this email. You can also text or call me at (530)927-7095.

If you are no longer interested, that would be great to know as well, and if I don't hear from you, I will not include your parcel(s) in the project and will not access your property(s).

Last, if you know of others that are potentially interested, please feel free to forward this email and/or my contact info to them and I can add them to the list should they desire.

Thanks for your time and please feel free to reach out with any questions,

Danielle Bradfield RPF #2808 P.O. Box 1411, Quincy, CA. 95971 (530)927-7095 (cell)

I posted the email on both of the firewise community facebook pages and the Alleghany outreach Facebook page. As of this writing (Aug-Sept) I haven't heard anything else.

Agenda item 4. b) 8 Pending Grants Volunteer Capacity 50/50 grant. The district applied for two Bendix king radios with accessories and two minitor VI pagers, estimated total cost \$7,322 grant would be half of that or approximately \$3,661. I followed up and we should be getting word any day now.

Agenda item 5. b) 1 Biennial Review of Conflict of Interest Code. This is required every two years. The pertinent policy is on pages 9-10 of the Bylaws included in the online meeting docs. Because PRCSO requires all board members, officers and fire chiefs to report on form 700, as far as I know there is no issue and the policy does not need to be updated. (It is a potential issue if reporting isn't required).

Agenda item 5. b) 2. Establish terms of employment for Rae Bell Arbogast At the June 20th meeting an urgency item was added to the agenda because of feedback from the insurance pool regarding my contract for services. The board voted to make me an employee. Since my contract ended on June 30, 2024 I went ahead and submitted a final invoice through that date.

From my most recent contract: Compensation District agrees to compensate Contractor at the rate of \$200 per month and to reimburse contractor for actual expenses incurred upon presentation and Board approval of an itemized statement with supporting receipts. [For Secretary and Treasurer Duties plus other administrative duties] Contractor shall be compensated for the performance of tasks for which reimbursement to the district either is, or becomes available at a rate of \$20 per hour. This includes: Mutual Aid billings and the related payroll processing, billings to individuals and other agencies (for example Ordinance #1 non-resident billings and Title III billings), Grant Administration and Administration of the Firewise efforts. Contractor shall be paid in the capacity of a Red Cross Instructor at a rate of \$25 per student per day for district personnel. (Classes are either one-day or two-days). District shall cover the cost of Red Cross fees and class materials in addition to paying contractor as outlined above. Contractor shall seek reimbursement to the district for training expenses whenever possible via outside funding sources. Contractor shall invoice other agencies for all class expenses when personnel from other agencies attend classes taught under the district's AP agreement.

I would like to propose an hourly rate equal to minimum wage in place of the above terms. Currently minimum wage is \$16 per hour (it is raised by the State on a regular basis). I will continue to seek reimbursement for my wages whenever possible. I am proposing this change for a few reasons: 1. It simplifies the payment terms and will take pressure off for me to "earn" that \$200 per month. 2. It will facilitate splitting my position into two positions (as explained in June I would like to retain the "Treasurer" position and pass along "Secretary"). 3. It complies with State Law but won't prevent me from continuing to donate time as well. 4. Hopefully it will help the district recruit other administrative help in the future.

Entire Section below is new.

Time sheets from the last two fiscal years are included in this month's meeting packet. Based on the history, the board should expect to pay more per year at minimum wage. I have also attached Policy #1020 Administrative Duties. Currently I am handling the positions of Secretary/Treasurer and Administrative Assistant. There are notes on the time sheets regarding items that I won't bill. Additional pay has been incorporated into the final budget to accommodate minimum wage (see detail sheet).

Some years will require more hours than others, but usually there is income, or some other benefit tied to additional admin hours. The insurance rating survey is a good example. I spent about 40-hours working on that in 2019. This benefits all district residents with the best insurance rating we can muster (we did very well last round). I recently sent them an inquiry because in the past we did it

every 5 years. They said that it can take up to 7 years for us to come up on their list. Grant applications are also very time consuming (see FY 22-23) but don't always pay off. The standby and mutual aid calls create more administrative work, but the cost is more than offset by the income.

Agenda item 5. b) 5 Appoint Project Manager In August I explained to new Risk Manager Cameron Shay that the district lacks an ADA compliant space in Pike to hold board meetings. A simple solution was identified several years ago: make the downstairs bathroom ADA Compliant and hold meetings on the ground floor. That project was put on hold pending the firehouse options analysis and decision. Chief Dorn and/or Cameron can speak to this, but the crew was on standby at the Pike Firehouse recently and they decided to "get er done!" They started the project. Money is included in the final budget to have the volunteer crew make the bathroom in the rescue bay ADA compliant. A project manager needs to be appointed, and board authorization is needed to apply for the permit. Chief Dorn and Ned Cusato are confident that they can do the required drawings for the permit application. It should be noted that whatever the final decision is for the Pike Firehouse, it will take years to fully execute. In the meantime, the district is out of compliance with State Law for not having an ADA accessible meeting space in Pike. More importantly (in my opinion), there have been times when the stairs have been a problem for board members, staff or members of the public.

Agenda item 5. b) 6 Bylaw revision

Per the ethics workshop provided by the Fair Political Practices Commission that I recently completed, it is a violation of open meeting law to require complaints be in writing. For that reason, the following should be removed from the Bylaws:

Article II of the Bylaws Item #15 Complaints. No oral presentation by any person in attendance shall include charges or complaints against any District employee, or director regardless of whether or not the 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

	18-19 Actual Audited	19-20 Actual Audited	20-21 Actual Audited	21-22 Actual Audited	22-23 Actual Audited	24-25 Budget Projection
INCOME						
Tax Revenue Fire	\$29,262	\$30,038	\$28,957	\$30,848	\$31,561	\$30,000
Donations	\$18,833	\$0	\$25,440	\$3,372	\$18,727	\$5,000
Grants	\$0	\$900	\$4,957	\$7,414	\$6,820	\$1,000
Surplus Sales	\$0	\$0	\$0	\$13,418	\$0	\$0
Emergency Services Income includes mutual aid	\$4,448	\$5,614	\$0	\$0	\$50,983	\$150,000
Other Income	\$108	\$3,158	\$355	\$18,026	\$830	\$599
Income Total	\$ 52,650	\$ 39,709	\$ 59,709	\$ 73,078	\$ 108,920	\$ 186,599
EXPENSES						
Utilities	\$4,163	\$4,527	\$3,780	\$4,208	\$5,810	\$5,749
Insurance	\$4,451	\$4,745	\$6,154	\$6,513	\$7,443	\$13,562
Operating Compliance Board/Admin	\$207	\$222	\$232	\$245	\$0	\$150
Office Expense (includes software)	\$277	\$587	\$401	\$1,109	\$526	\$650
County Tax Distribution Fee	\$3,146	\$3,871	\$4,250	\$4,264	\$4,205	\$24,258
Admin & Professional Services (includes audit)	\$4,900	\$5,000	\$8,133	\$6,713	\$6,205	\$3,250
Public Relations (includes website expense)	\$498	\$537	\$331	\$531	\$331	\$504
Building Maint. (includes dump fees)	\$447	\$279	\$244	\$2,737	\$3,489	\$30,223
Fixed asset expenditures	\$5,941	\$4,251	\$16,225	\$18,822	\$13,317	\$0
Other Expenses	\$67	\$22	\$4	\$315	\$702	\$0
Overhead Expense Subtotal	\$ 24,097	\$ 24,042	\$ 39,753	\$ 45,456	\$ 42,029	\$ 78,346
Operational both depts.	\$ -	\$ 3,726	\$ -	\$ -	\$ 28,081	\$ 81,100
Allegheny FD Operational	\$ 4,064	\$ 4,023	\$ 11,558	\$ 7,802	\$ 12,145	\$ 2,624
Pike FD Operational	\$ 5,152	\$ 4,439	\$ 17,337	\$ 7,063	\$ 13,310	\$ 7,724
Total Operating Expense FIRE	\$ 33,313	\$ 36,230	\$ 68,648	\$ 60,321	\$ 95,565	\$ 169,794
FIRE SERVICES ONLY NET CHANGE	\$ 19,337	\$ 3,479	\$ (8,939)	\$ 12,757	\$ 13,356	\$ 16,805
This number does not account for fund additions or withdrawals listed at end of document.						
This bottom line matches Quickbooks Profit & Loss Statement "Net Ordinary Income"						
Streetlight Tax Revenue	\$ 4,739	\$ 4,723	\$ 4,978	\$ 4,818	\$ 5,182	\$ 5,331
Streetlight Expense	\$ 4,187	\$ 3,798	\$ 3,949	\$ 3,916	\$ 4,095	\$ 4,893
Lights Net Income or (LOSS)	\$ 552	\$ 925	\$ 1,029	\$ 902	\$ 1,087	\$ 438
Streetlight Net Income (above) matches Quickbooks Net "OTHER" Income or (Loss)						
Net Change Streetlights & Fire combined	\$ 19,889	\$ 4,404	\$ (7,911)	\$ 13,659	\$ 14,443	\$ 17,243
Line above matches Quickbooks Income Statement Net profit or (loss). Does not account for reserve funds below.						
CASH FLOW (more detail on detail sheet)						
Cash Beginning of Period	\$ 75,781	\$ 92,741	\$ 102,159	\$ 91,801	\$ 102,046	\$ 102,299
Cash Increase or (decrease)	\$ 16,960	\$ 9,417	\$ (10,358)	\$ 10,245	\$ 35,683	\$ 17,243
Cash End of Period	\$ 92,741	\$ 102,158	\$ 91,801	\$ 102,046	\$ 137,729	\$ 119,542
Transfer (into) or out of reserve fund or savings	\$ (14,053)	\$ (3,403)	\$ 1,087	\$ 1,087	\$ -	\$ (17,243)
BUDGET NET CHANGE	\$ 2,907	\$ 6,015	\$ (9,271)	\$ 11,332	\$ 35,683	\$ 0
NOTE: The Budget is a "managerial document" it is based on a combination of balance sheet and income statement figures. The Budget uses a combination of cash and accrual accounting to ensure that adequate funds are maintained for long-term stability.						
Reserve Funds at Year end (June 30th)						
Contingency Fund	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00
Allegheny Fire Unallocated	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00
Pike City Fire Unallocated	\$ 7,000.00	\$ 7,000.00	\$ 10,000.00	\$ 19,950.00	\$ 12,950.00	\$ 12,950.00
Allegheny Firehouses	\$ 1,409.37	\$ 1,409.37	\$ 14,409.37	\$ 11,409.37	\$ 11,409.37	\$ 11,409.37
Allegheny Equ. Then EMS	\$ 1,261.84	\$ 1,261.84	\$ -	\$ -	\$ -	\$ 250.00
Pike City Firehouse	\$ 3,064.76	\$ 3,064.76	\$ 3,064.76	\$ 3,064.76	\$ 3,064.76	\$ 3,064.76
Allegheny Dispatch Office	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
Allegheny Fleet	\$ 15,770.39	\$ 14,879.35	\$ 4,588.78	\$ 4,588.78	\$ 4,588.78	\$ 4,588.78
Pike City Fleet	\$ 5,188.60	\$ 3,964.06	\$ 11,202.95	\$ 11,202.95	\$ 1,202.95	\$ 1,202.95
FIRE RESERVES TOTAL	\$ 61,894.96	\$ 59,779.38	\$ 71,465.86	\$ 83,415.86	\$ 66,665.86	\$ 66,665.86
Streetlight Fund	\$ 5,195.48	\$ 6,224.03	\$ 7,126.30	\$ 8,213.38	\$ 9,018.15	\$ 9,018.15
Total All Reserve Funds	\$ 67,090.44	\$ 66,003.41	\$ 78,592.16	\$ 91,629.24	\$ 75,684.01	\$ 75,684.01
NOTE: Reserve funds are caught up AFTER the end of each fiscal year due to calculations that can't be made until after the last tax check arrives. Because of this The Reserve Fund total balances above do not match the QB Balance sheet. They do match the FUNDS worksheet .						





acc#	NAME	18-19 Actual	19-20 Actual	20-21 Actual	21-22 Actual	22-23 Actual	24-25 Budget Projection	BUDGET COLUMN NOTES - HISTORICAL FIGURES ARE THE AUDITED RESULTS
4020.1	Tax Revenue Fire	\$29,282	\$30,038	\$28,957	\$30,848	\$31,561	\$30,000	Lower than Prelim based on actual for FY 23/24 \$30,810.89
4030.1	Donations	\$11,515		\$1,184	\$372	\$5,000		This much had already come in.
4030.2	Donations for Allegheny Fire	\$11,774				\$5,000		
4030.3	Donations for Pike City Fire	\$5,544		\$24,256	\$3,000	\$13,943		
4040.1	Grants		\$900	\$4,957	\$7,414	\$6,820	\$1,000	No update on 50/50 grant
4040.2	Grants Allegheny							
4040.3	Grants Pike City							
4060.2	Surplus Sales Allegheny				\$6,000			
4060.3	Surplus Sales Pike City				\$7,418			
4070.0	Emergency Services Income	\$1,500						
4071.0	Mutual Aid Income	\$2,948	\$5,614			\$50,983	\$150,000	Based on standby assignments and mutual aid calls for summer 2024 estimate as of 9/9
4082.0	Other Income	\$108	\$3,158	\$355	\$18,026	\$830	\$59	added new streetlight admin fee of \$240 per year to budget projections
	Revenue Total	\$52,650	\$39,709	\$59,709	73,078	108,920	\$186,599	
6170.2	Electricity Allegheny Station 1	\$1,121	\$779	\$822	\$1,004	\$1,184	\$1,200	
6170.3	Electricity Pike City Firehouse	\$1,599	\$1,082	\$892	\$1,141	\$2,442	\$2,500	
6172.1	Telephone	\$460	\$435	\$593	\$519	\$767	\$804	Phone \$67 per month for two lines (one in Pike, one in Allegheny)
6174.2	Water Allegheny	\$480	\$480	\$536	\$480	\$549	\$545	
6176.2	Propane Allegheny Station 1	\$503	\$517	\$785	\$503	\$629	\$500	
6176.3	Propane Pike City Firehouse		\$1,235	\$253	\$561	\$239	\$200	
6180.1	Insurance	\$4,451	\$4,745	\$6,154	\$6,513	\$7,443	\$13,562	52% higher than FY 23/24 was \$8,799
6230.1	BOD Compliance/Training	\$207	\$222	\$232	\$245	\$150	\$150	
6250.1	Office expense	\$277	\$687	\$401	\$1,109	\$526	\$650	
6265.1	County Tax Distribution Fee	\$3,146	\$3,871	\$4,250	\$4,264	\$4,205	\$4,258	13% of tax revenue based on history, State mandated admin fee charged by the County
6270.1	District Administration	\$2,400	\$2,400	\$2,400	\$2,400	\$3,115	\$-	This line no longer used as of 24/23 final budget, \$6,000 added to payroll figure below.
6271.2	Firewise Communities			\$3,133	\$1,613	\$140		
6272.1	Legal Fees							
6273.1	Independent Audit Fee	\$2,500	\$2,600	\$2,600	\$2,700	\$2,950	\$3,250	This was a little higher than last year, supposed to jump to \$860 on 7/1/2025
6275.1	Public Relations/website	\$498	\$537	\$331	\$531	\$331	\$504	
6280.2	Solid Waste Fee Allegheny	\$117	\$117	\$134	\$92	\$102	\$102	
6280.3	Solid Waste Fee Pike City	\$140	\$140	\$110	\$110	\$122	\$121	Need to buy new doors for Station 1. Metal siding purchased over 2 years ago now!
6295.2	Building Maint. Allegheny	\$7	\$0	\$110	\$2,431	\$3,265	\$10,000	Added \$6,500 for firehouse alternatives cost estimate already approved by board
6295.3	Building Maint. Pike City	\$184	\$22		\$104		\$20,000	both lines above increased substantially compared to prelim. Guys started working on downstairs bathroom at Pike FH during standby calls, want to make it ADA compliant.
6297.2	Fixed asset expenditures All	\$1,380				\$11,076		Might have to hire contractor for Allegheny Firehouse Station 1 project if we can't get it going.
6297.3	Fixed asset expenditures Pike	\$4,581	\$4,251	\$16,225	\$18,822	\$11,076		
6704.0	Other Expenses	\$67	\$22	\$4	\$315	\$702		
	Overhead Expense Subtotal	\$24,097	\$24,042	\$39,753	\$45,456	\$42,029	\$78,346	
Fire Operations Combined expenses								
6909.0	Payroll - Mutual Aid		\$3,726		\$28,081	\$78,000		This category added beginning FY 24/25
6910.0	Training				\$100	\$100		48% of mutual aid income above, rough estimate based on history + \$6,000 for Secretary/Treasurer/Admin Position. Previously paid \$2,400 flat rate as independent contractor.
6911.0	Medical supplies/ small equip.					\$1,000		New amount includes approx. 11% for payroll taxes
6912.0	Food and Lodging Mutual Aid				\$2,000	\$2,000		Training expense previously booked to "compliance" along with annual hydrostat testing
	Subtotal	\$0	\$3,726	\$0	\$28,081	\$81,100		Previously booked to "supplies" each department. This is high due to stocking new bags.
								Food and lodging for standby assignments and mutual aid calls. Not tracked by dept.

acc#	NAME	18-19 Actual	19-20 Actual	20-21 Actual	21-22 Actual	22-23 Actual	24-25 Budget Projection	BUDGET COLUMN NOTES - HISTORICAL FIGURES ARE THE AUDITED RESULTS
	Allegheny PD							
7230	Op Compliance/Training	\$821	\$1,172	\$490	\$725	\$1,640		Starting in FY 24-25 This account no longer used.
7300	Small Equipment	\$1,995	\$1,953	\$9,672	\$6,061	\$5,591	\$824	Personal protective equipment such as turn-outs, uniforms (tshirts/hats) and radios, included here subcategories in OB
7301	Equipment Repairs & Maint.		\$586	\$67		\$53	\$500	As of FY 24/25 Hydrostat testing of SCBAS and Fire Ext. moved here.
7350	Fuel	\$97	\$283	\$177	\$85	\$563	\$500	
7630	Vehicle Repair & Maint.	\$494	(\$17)	\$1,008	\$721	\$3,791	\$500	
7660	Supplies	\$657	\$47	\$145	\$209	\$507	\$300	
	Subtotal	\$4,064	\$4,023	\$11,558	\$7,802	\$12,145	\$2,624	
8230	Op Compliance/Training	\$1,231	\$1,039	\$868	\$887	\$2,118		Starting in FY 24-25 This account no longer used
8300	Small Equipment	\$390	\$1,560	\$13,931	\$4,417	\$9,571	\$824	Personal protective equipment such as turn-outs, uniforms (tshirts/hats) and radios, included here subcategories in OB
8301	Equipment Repairs & Maint.	\$49	\$1,295	\$1,295		\$11	\$500	As of FY 24/25 Hydrostat testing of SCBAS and Fire Ext. moved here
8350	Fuel	\$545	\$753	\$802	\$967	\$1,003	\$1,000	
8630	Vehicle Repair & Maint.	\$2,608	\$1,001	\$400	\$701	\$5,100	\$5,100	another \$2,000 added to prelim figure for decals and installation on C67 rig
8660	Supplies	\$329	\$87	\$41	\$91	\$607	\$300	
	Subtotal	\$5,162	\$4,439	\$17,337	\$7,063	\$13,310	\$7,724	
	Total Operating Expense FIRE	\$33,313	\$36,230	\$68,648	\$60,321	\$95,565	\$169,794	This number does not account for fund additions or withdrawals listed at end of document.
	FIRE SERVICES ONLY NET CHANGE	\$19,337	\$3,479	(\$8,939)	\$12,757	\$13,356	\$ 16,805	This bottom line matches Quickbooks Profit & Loss Statement "Net Ordinary Income"
9020	Streetlight Tax Revenue	\$4,739	\$4,723	\$4,978	\$4,818	\$5,182	\$5,331	Only \$6.00 change from previous year.
9030	Streetlight Donations							Need new figure from VanMaddox
9170	Streetlight Income Total	\$4,739	\$4,723	\$4,978	\$4,818	\$5,182	\$5,331	
9171	Streetlight Expense Allegheny	\$3,388	\$3,166	\$3,311	\$3,270	\$3,230	\$3,696	
9171	Streetlight Expense Forest	\$468	\$205	\$190	\$212	\$227	\$264	
9172	Streetlight Admin. Expenses		\$427	\$448	\$434	\$639	\$240	This is added to "other income" in Fire Section, based on new policy to charge admin. fee
9180	Streetlight portion county management fee	\$311	\$3,798	\$3,949	\$3,916	\$4,095	\$4,893	13% of projected revenue
	Streetlight Expense Total	\$4,187	\$3,798	\$3,949	\$3,916	\$4,095	\$4,893	This line matches "OTHER" income loss in Quickbooks
	Lights Net Income or (LOSS)	\$552	\$925	\$1,029	\$902	\$1,087	\$438	This line will match Quickbooks Income Statement Net profit or (loss).
	Income Statement net change	\$19,889	\$4,404	(\$7,911)	\$13,659	\$14,443	\$17,243	
	CASH FLOW ADDITIONS AND DELETIONS							
	NET PROFIT (LOSS)	\$ 19,889	\$ 4,404	(\$ 7,911)	\$ 13,659	\$ 14,443	\$ 17,243	
	(increase) decrease in Accounts Receivable	\$ (2,593)	\$ 2,805	\$ (4,632)	\$ (8,383)	\$ 13,883		
	(decrease) increase in Accounts Payable	\$ (280)	\$ 2,143	\$ 8,764	\$ 4,969	\$ (3,594)		
	Fixed Asset Changes	\$ (46)	\$ 65	\$ (6,579)	\$	\$ 10,951		
	CHANGE IN CASH FOR PERIOD	\$ 16,960	\$ 9,417	\$ (10,358)	\$ 10,245	\$ 35,683	\$ 17,243	
	Cash Beginning of Period	\$ 75,781	\$ 92,741	\$ 102,159	\$ 91,801	\$ 102,046	\$ 102,299	updated beginning cash figure
	Cash End of Period	\$ 92,741	\$ 102,158	\$ 91,801	\$ 102,046	\$ 137,729	\$ 119,542	
	Fund Additions	\$ (14,053)	\$ (3,403)	\$ (1,029)	\$ (1,029)	\$ (438)	\$	amount projected to go into streetlight fund
	Fund Withdrawals		\$ 2,116	\$ 2,116				Preliminary budget had \$9,200 coming from existing funds to pay for paint on C67 rig and archited, removed that based on increased income projection.
	Contingency Fund withdraw or (add)						\$ (16,805)	This amount to replenish savings or add to reserve funds at year end.
	Total (moved to) or taken from funds	\$ (14,053)	\$ (3,403)	\$ 1,087	\$ 1,087	\$ -	\$ (17,243)	
	GENERAL FUND NET CHANGE- with cash flow adjust & reserve fund transactions	\$ 2,907	\$ 6,015	\$ (9,271)	\$ 11,332	\$ 35,683	\$ 0	



	DETAILS ON INDIVIDUAL SHEETS			Annual Change					
	START	END							
FIRE RESERVES									
Fire Fund Contingency	\$ 24,500.00	\$ 24,500.00		\$ -					
Alleghany Fire Unallocated	\$ 8,000.00	\$ 8,000.00		\$ -					
Pike City Fire Unallocated	\$ 19,950.00	\$ 12,950.00		\$ (7,000.00)					
Alleghany Firehouses	\$ 11,409.37	\$ 11,409.37		\$ -					
Pike City Firehouse	\$ 3,064.76	\$ 3,064.76		\$ -					
Alleghany Fleet	\$ 4,588.78	\$ 4,588.78		\$ -					
Pike City Fleet	\$ 11,202.95	\$ 1,202.95		\$ (10,000.00)					
EMS Transport vehicle	\$ -	\$ 250.00		\$ 250.00					
Alleghany Dispatch Office	\$ 700.00	\$ 700.00		\$ -					
Total	\$ 83,415.86	\$ 66,665.86		\$ (16,750.00)					
STREETLIGHTS ONLY	START	END		CHANGE					
Streetlight Fund	\$ 8,213.38	\$ 9,018.15		\$ 804.77					
ALL RESERVES TOTAL	\$ 91,629.24	\$ 75,684.01		\$ (15,945.23)					

Pike Fire Unallocated

DATE	Addition	Withdrawal	FOR	FUND Balance
START				\$ 19,950.00
11/17/2023		\$ 10,000.00	Water Tender Purchase	\$ 9,950.00
12/15/2023	\$ 3,000.00		AK & CM Jennings Foundation donation	\$ 12,950.00
				\$ 12,950.00
				\$ 12,950.00
END				\$ 12,950.00

Pike City Fleet

DATE	Addition	Withdrawal	FOR	FUND Balance
START				\$ 11,202.95
11/17/2023		\$ 10,000.00	Water Tender Purchase	\$ 1,202.95
				\$ 1,202.95
				\$ 1,202.95
				\$ 1,202.95
END				\$ 1,202.95

EMS Transport

DATE	Addition	Withdrawal	FOR	FUND Balance
START				\$ -
11/15/2023	\$ 250.00		Donation from Lee Adams	\$ 250.00
				\$ 250.00
				\$ 250.00
				\$ 250.00
				\$ 250.00
END				\$ 250.00

Streetlights

Calculation of Streetlights portion of County Management Fee			
Gross Tax Income	\$ 36,187.89		(Total tax income for both fire and streetlights)
Gross Fee	\$ 4,425.28		Total fee charged to the district
Percent to apply to streetlights	12.2%	\$ 541.15	Streetlight portion of fee for the year.
Streetlight Income	\$ 5,377.00		See quickbooks for details
Streetlight Expense	\$ 4,572.23		
Streetlights Net earning for fiscal year ended June 30th	\$ 804.77		Streetlight Fund addition or (subtraction) for the fiscal year
Streetlight Fund Update	START	SL NET	FY Ending balance
	\$ 8,213.38	\$ 804.77	\$ 9,018.15

FIRE RESERVES	DETAILS ON INDIVIDUAL SHEETS			Annual Change					
	START	END							
Fire Fund Contingency	\$ 24,500.00	\$ 24,500.00		\$ -					
Alleghany Fire Unallocated	\$ 8,000.00	\$ 8,000.00		\$ -					
Pike City Fire Unallocated	\$ 12,950.00	\$ 17,950.00		\$ 5,000.00					
Alleghany Firehouses	\$ 11,409.37	\$ 11,409.37		\$ -					
Pike City Firehouse	\$ 3,064.76	\$ 3,064.76		\$ -					
Alleghany Fleet	\$ 4,588.78	\$ 4,588.78		\$ -					
Pike City Fleet	\$ 1,202.95	\$ 1,202.95		\$ -					
EMS Transport vehicle	\$ 250.00	\$ 250.00		\$ -					
Alleghany Dispatch Office	\$ 700.00	\$ 700.00		\$ -					
Total	\$ 66,665.86	\$ 71,665.86		\$ 5,000.00					
STREETLIGHTS ONLY									
Streetlight Fund	\$ 9,018.15	\$ 9,018.15		\$ -					
ALL RESERVES TOTAL	\$ 75,684.01	\$ 80,684.01		\$ 5,000.00					

Pike Fire Unallocated

DATE	Addition	Withdrawal	FOR	FUND Balance
START				\$ 12,950.00
8/16/2024	\$ 2,000.00		Donation from Robinson Timber via Zack Kostik	\$ 14,950.00
8/16/2024	\$ 3,000.00		Donation from AK & CM Jennings Foundation	\$ 17,950.00
				\$ 17,950.00
				\$ 17,950.00
				\$ 17,950.00
END				\$ 17,950.00

Date	Start	Stop	Hours	Category	Notes
	All Hours for FY22/23		318.8	All documented hours	
			41.8	Operations includes some first responder time, not billable under contract.	
	Contract hours		277.0		
	Billed in FY22/23		3,290.00	Breakdown: \$2,400 flat rate admin, \$220 Firewise, \$495 Strike Team and \$175 Red Cross	
	Average hourly rate		11.88	This includes the strike team and firewise hours that were billed at \$20.00 per hour and the Red Cross hours that were billed a flat rate of \$175	
			24.75	Strike Team Hours	
			11	Firewise	
	277 hours at minimum wage of \$16.00 would come to		4,432		The sale of 3 surplus trucks added a lot of hours to this job, as did the county wide grant mentioned below. Meeting attendance is included in the hours above.
	Hours on County Wide Grant		21.25	This grant was not awarded, but I failed the time on it to report to the board. A different entity submitted the application, this was just my time spent gathering the requested data.	
	I have been trying to track all hours for the purpose of knowing what goes into the admin side of things. Some of the hours listed on this sheet would not be billable depending upon the job description. I would donate meeting attendance, but if we split out the Secretary position, that position might expect to be paid for meeting attendance.				

PRCSD TIME FY23-24

Date	Start	Stop	Hours	Category	Notes
			All Hours FY 23/24		(doesn't include first responder time not part of pay, although there is some overlap with things like ordering medical supplies, but no actual scene time is included in these hours)
			284		
			Firewise		Firewise hours were billed to the County and pay was mostly donated back to district in April.
			18.25		
			Strike Team		Strike team billed at \$20 per hour, but more than paid for with mutual aid income for admin. (10% per call)
			10		
			Red Cross		Red Cross hours were essentially donated and quite a few were for a class in Campionville, we did get a \$1,000 training grant, I billed a total of \$675 for the classes taught for PRCSD which was offset by the grant, then I donated the pay back to the district in April.
			50.75		
			Amount paid (billed) to district for FY 23/24		breakdown: \$2,400 flat rate contract, \$675 Red Cross Instructor and \$369 Firewise admin.
			\$3,440.00		
			Average Hourly rate		Average pay, doesn't take into consideration amount paid at higher rate and flat rate. Minimum wage pay would be partially offset by \$3.89 per hour savings on strike team and firewise admin. There is a lot of overlap with strike team and bookkeeping (some bookkeeping is for the strike team besides what is fatted out)
			\$12.11		
			284 hours Works out to this amount at min. wage		Plus the district will have about 10% in payroll taxes to pay, so that adds another \$454 for the year or about \$5,000 at minimum wage with taxes for 284 hours.
			\$4,544.00		
					\$16.06
					I have been trying to track all hours for the purpose of knowing what goes into the admin side of things. Some of the hours listed on this sheet would not be billable depending upon the job description. For example the Campionville Red Cross class time was donated and was not billed to PRCSD. Campionville was billed for the Red Cross fees only.

Date	Start	Stop	Hours	Category	Notes
7/1/2024	15:45	17:00	1.75	bookkeeping	set up new 1 report sheet for FY24-25, bank recs, caught up 1 report, insurance bill reviewed will pay tomorrow
7/2/2024	13:00	13:15	0.25	strike team admin	salary survey updated in MARS, attached copy of worksheet
7/2/2024	13:15	14:00	0.75	admin	paid insurance bill online, finished fuel card app.
7/2/2024	15:30	16:00	0.5	strike team admin	submitted Grizzly Fire docs and Double Fire docs to Cal Fire, realized that new Salary Survey dated after fires, so have to u
7/3/2024	14:00	14:14	0.25	strike team admin	had to contact ECC because we are missing the request numbers for Grizzly and Double Fire, also received Mountain
7/5/2024	11:00	11:15	0.25	strike team admin	Fire resource order from J. Buckbee, FF's on that call: J. Buckbee and C. King
7/9/2024	13:00	13:30	0.5	strike team admin	Mountain invoice, new salary survey accepted by Cal OESI Effective 7/2
7/9/2024	14:00	14:30	0.5	strike team admin	Mountain invoice submitted to FS with one question re a missing form, posted in QB, reached out to CAL FIRE for more
7/16/2024	12:30	13:00	0.5	admin	information on billing them because I don't even know the amount to expect until after we get paid!
7/16/2024	15:00	15:30	0.5	bookkeeping	responded to Lee Adams re medical supplies, requested \$1,000 per year.
7/17/2024	12:30	14:00	1.5	bookkeeping	paid water bill for fiscal year, posted insurance payment added GL account for Cyber Liability
7/18/2024	15:30	17:00	1.5	streetlights	includes strike team admin, resubmitted Mt. Fire invoice needed one more form. Paid PGE bill researched streetlight issue
7/19/2024	13:30	16:00	1.5	bookkeeping	in Forest City and tried sending an email to PGE because they never responded back. Started a log in WORD in streetlight
7/21/2024	13:00	14:00	1	admin	folder, heard back from PGE! Sent email explaining situation.
7/23/2024	7:15	7:30	0.5	strike team admin	worked with PGE rep to sort out issues, talked to Cheryl Durrel, sent summary to Bruce Coons and Burns Tenney
7/23/2024	13:15	13:45	0.5	strike team admin	mostly bookkeeping, a little on the streetlights, Federal payroll taxes done and did letter to IRS, paid bills, sent all to B. Coons by priority mail. Transferred funds from savings to cover Aug. 1st PGE and CC card payment.
7/25/2024	10:00	11:00	1	firewise	Combo of firesafe and strike team admin, responded to Firesafe Counsel re planning project and CDF re Double Fire
7/26/2024	13:00	13:30	0.5	admin	talked to C. Dorn re standby assignment and a few other things.
7/26/2024	13:30	14:00	0.5	strike team admin	standby assignment invoicing
7/26/2024	14:00	15:00	1	admin	updated facebook pages with recent message from Danielle Bradford, worked on additional contacts for her, this is for
7/26/2024	14:00	15:00	1	admin	planning project for fire hazard mitigation grants for Pike and Alleghany based on the list of interested residents that I put
7/26/2024	15:15	17:00	1.75	admin	together a year ago.
					bylaw and policy review
					state payroll taxes, updated treasurer's report, system maint with EDD
					conflict of int. code review, emailed clerk-recorders office, updated August agenda
					website maintenance
					17 hours at minimum wage for July.
					272.00
					3.75 Strike Team for July, but there is a lot of overlap with bookkeeping
					1.5 firewise bill to County
					July hours without Strike team or firewise = 11.75 hours

Date	Time In	Time Out	Time In	Time Out	Total Working Hours	Decimal Hours	For	Notes
08/02/24	10:40	12:00			1:20	1.33	Treasurer	Bank recs. August PGE and CC bill posted, large cc bill had to track a few things down.
08/08/24	15:15	15:30			0:15	0.25	Secretary	
08/08/24	15:30	16:00			0:30	0.50	streetlights	Streetlight update for staff report agenda
08/09/24	10:43	11:30	12:00	13:15	2:02	2.03	Secretary	meeting docs and bylaw review
08/09/24	11:45	12:00			0:15	0.25	Strike Team	Phone call with C. Dorn
08/12/24	15:45	17:08			1:23	1.38	Treasurer	Staff report and meeting docs, both financial and secretarial, emails
08/13/24	15:45	16:35			0:50	0.83	Treasurer	meeting with Streamline re new website requirements and costs.
08/14/24	13:26	14:00			0:34	0.57	Secretary	called Pam Davis and Grace Lundeen after seeing emails re meeting. Ended up cancelling regular meeting due to the lack of a quorum.
08/15/24	6:00	6:45	9:00	9:15	1:00	1.00	Admin	posted cancelled meeting, phone call with C. Dorn and N. Cusator re: Pike FH docs from architect, cancelled meeting and strike team assignments. Follow-up email sent to Pike FH Committee members
08/15/24	13:10	13:40			0:30	0.50	Secretary	follow up on cancelled meeting, emails
08/16/24	15:08	16:00			0:52	0.87	Strike Team	worked on insurance question re strike team member
08/20/24	14:00	15:00	17:05	17:20	1:15	1.25	Strike Team	Talked to Lyn with NSJ fire about tracking outstanding submissions in MARS (CAL OES) and with CAL FIRE. Tallied up outstanding submissions, we have 4 in MARS and 3 that have been submitted to Cal fire. Both USFS calls have been paid. Worker's comp info to ins. company and license info emails with GSRMA
08/21/24	7:10	7:32	11:09	11:30	0:43	0.72	Strike Team	Phone call with C. Dorn, downloaded park fire receipts
08/21/24	11:30	12:00			0:30	0.50	Treasurer	Thank you letters and receipts for donations Robinsons and Jensens
08/24/24	11:00	11:15			0:15	0.25	Admin	strike team and insurance, email from Lynne of NSJ re tracking open assignments, emails with GSRMA re DMV research on driver's restrictions, sent email re: participation in RMAP
08/26/24	7:09	7:24	10:00	10:30	0:45	0.75	Admin	phone call with Ned and C. Dorn + RM stuff and budget stuff
08/26/24	10:53	11:30	13:15	16:15	3:37	3.62	Admin	rural capacity grant follow up, RMAP and staff report, hourly work summaries for FY 22-23 and 23-24 for Board packets (took over 2 hours)
08/27/24	12:15	14:45	15:00	15:41	3:11	3.18	Strike Team	entering outstanding calls in excel sheet for estimate of payments and tracking purposes.
08/27/24	15:30	17:00			1:30	1.50	Strike Team	finished first draft of estimates for 5 assignments
08/28/24	6:56	7:20			0:24	0.40	Strike Team	reworked estimates for CDF calls based on feedback from C. Dorn, reformatted and emailed to C. Dorn and Ned
08/30/24	11:45	12:00	12:45	12:50	0:20	0.33	streetlights	followed up on Forest City light with Cheryl Durrett, it is on, I then followed up on 8/16 email about upgrade, never heard back. After lunch sent update to Bruce and Burns.
08/30/24	16:00	18:00			2:00	2.00	Pike FH Comm.	Studied document from architect, for one hour before hour long comm. Mtng.
08/31/24	10:30	12:30	13:00	14:15	3:15	3.25	Treasurer	Year-end accounting including updated Reserve Funds, started new fund sheet transferred \$ - current year bookkeeping caught up.
08/31/24	15:30	17:00			1:30	1.50	Strike Team	mostly worked on estimates and summary sheet. Still need more info.
					Total ALL	28.77		
					Without Yellow Highlights	19.28		
					Strike Team	9.67		
						308.53	\$	August at minimum wage with 9,48 hours donated.
								Strike Team estimate, but there is some overlap with bookkeeping. There has been a lot of activity in this area, which more than pays for itself. 10% is paid for administration on all mutual aid and standby calls.