



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

plioceneridge.org

plioceneridge@gmail.com

NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

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

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approval of Minutes for October 17, 2018
- c) Approval of Treasurer's report for October 2018

3. PUBLIC COMMENT The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.

4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS

- a) Correspondence
- b) Committee/Member/Business Reports:
 1. Station 71 Chief's report
 2. Station 67 Chief's report
 3. AVFD Auxiliary
 4. PCVFD Auxiliary
 5. Risk Manager Report
 6. Board Member/Staff Reports
 7. Standing Committee Reports: Streetlight, Budget, Safety
 8. Information/Discussion item: Part 3 Non-profit/Special District research

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Three revisions to bylaws 1. "Definitions" 2. Article II Public Comment and 3. Article VII General Conduct
 2. Alleghany Firehouse Project
 3. Pike City Firehouse Project
 4. Status of dispatch office in Alleghany
 5. Wayman Dam project
- b) New business
 1. Adopt 2019 Meeting Calendar
 2. Renew Rae Bell's Contract for services
 3. Resolution of Appreciation to PCVFD Auxiliary for building the staircase
 4. Approval of emergency expenditure for tires for engine 6790 (water tender)

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

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

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.



MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Wednesday October 17, 2018

Location: Alleghany Firehouse 105 Plaza Court

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

2. **CONSENT CALENDAR:** It was requested by the Secretary that two items be removed from the agenda. There were two additions and a couple of minor corrections to the minutes. A motion was made by Chris Mills to approve the consent calendar (with changes above) 2nd by Gracie Knowles. **5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. **PUBLIC COMMENT:** [At the end of meeting] Vicky Tenney stated that she is a volunteer and doesn't get paid to be at the meetings. She is sorry if she says things that people don't like but she never yells at anybody and she does not expect to be yelled at either.

4. **INFORMATION/DISCUSSION ITEMS**

a) ***Correspondence: Incoming:*** Letter from the Public Utilities Commission acknowledging receipt of the official complaint filed by the District File No: 464931, Notice of award of \$1,000 training grant from Golden State Risk Management Authority (see outgoing mail)

Outgoing: Audit documents mailed to auditor, thank you card sent to Aaron and Lynn Wallace for donating most of the food for the Spaghetti feed for the PCFVD fundraiser, Conflict of interest code certification sent to Sierra County Recorder's office, Application for \$1,000 Loss Prevention Subsidy Fund Grant sent to the district's insurance company to cover a low-angle ropes training for one person each from Pike Fire and Alleghany Fire, Letter sent to Sierra County Clerk-Recorder from Daniel Guyer regarding the application that they provided for his board seat renewal explaining that the District Board is more than an "advisory board or committee" and stating that he is willing to continue his service on the PRCSD board.

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

1. ***Alleghany Assistant Chiefs David Arbogast & Ned Cusato*** reported that it has been pretty slow since the last meeting. There was one medical call that was a non-transport. The new tires for the ambulance 7145 should be arriving any day, but the studded tires will be left on for now anyway. For trainings they have been concentrating on ways to compensate for the limited capacity of the town's water system while the new water storage tank is under construction. Ned reported that he met with the Forest Service near Forest City and they are putting up new "No Campfire Signs". They are planning a 400 acre understory burn to start the following week. They will be doing it in 100 acre sections. They invited the local Fire Departments to participate. President Babros expressed concerns about potential liability/responsibility issues if our departments were to participate. It was decided by consensus that a letter would be written to the Forest Service requesting that Pliocene Ridge CSD be notified of any future burning in our area. Regarding

Vicky Tenney's unanswered question [brought up with the approval of the Sept minutes] David told her that it is not NOT OK for a firefighter to use department equipment for personal use.

2. *Pike City Assistant Chief Tom Starr* Reported that they have been doing ropes training. Chris Dorn wants to attend a low-angle ropes training in Chico and Rae got a grant from the insurance company GSRMA to cover up to \$1,000. (see correspondence) He also reported that he has been in contact with the ECC regarding the Minnesota Flat Fire billing. The paperwork was submitted to the ranger station in Camptonville in a timely manner by the Treasurer but the new person at the Ranger Station did not know what to do with it, so it got filed and was never forwarded to the ECC. He is working with them to establish a new procedure where we can submit it directly ourselves without going through Camptonville. Hopefully they will still pay it since it is their fault that it was not submitted within the 90-day window.

3. *AVFD Auxiliary*: Vicky Tenney reported that Bob was not feeling well. They did not have a meeting in October due to the lack of a quorum. Nothing new to report.

4. *PCVFD Auxiliary*: Roland Robertson reported that they are starting to work on their Christmas Dinner and Raffle.

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

6. *Board Member/Staff reports*: Rae Bell reported that she had several conversations with the Public Utilities Commission and AT&T about the ongoing phone problem. Because the problem was intermittent and the repair man could never catch it, he requested that she try to get a recording of the noise which she was able to do. After that AT&T did quite a bit of trouble shooting and they are pretty sure they have fixed that particular problem. It had to do with the way the lines that run to Alleghany from Nevada County are configured. They are working on a plan to reconfigure the lines. Currently there is a new problem with caller ID not working for some of the Alleghany services.

7. *Standing Committee Reports: Streetlights*: President Babros reported that he spoke to some of the subcontractors for PG&E about clearing out the overgrowth around the streetlight at the Red Star Café. On this same topic of overgrowth, it was suggested that the Secretary should send a letter to PG&E suggesting that the give property owners the right to request complete tree removal rather than topping the trees under the secondary power lines. This would actually save PG&E money in the long-run.

5. ACTION ITEMS

a) *Unfinished Business*

1. *Ongoing Policy & Procedure review/update*: Part 2 of Rae Bell's research on non-profit/public agency relationships was included in the meeting packets. One related item under new business.

2. *Alleghany Firehouse project*: To be covered under "new business"

3. *Pike Firehouse projects*: Nothing to report. Dan has not had time to start painting the staircase yet.

No report on the Lift Project.

4. *Dispatch Office in Alleghany*: Vicky Tenney reported that Lee Brown told her he will report to Rae Bell when there is any news on the OES Grant. Rae explained that this must be because she is the person who submitted the grant application on behalf of Pliocene Ridge CSD for the dispatch equipment.

5. *Wayman Dam Project*: Tom Starr reported that he did get a copy of a letter that was sent to Bill Adasiewicz from the Forest Service outlining all kinds of rules that would need to be followed for doing the work. He forgot to bring a copy of the letter but will bring it next month.

d) New Business

1. *Contract for Services Structural Engineer Mark Jokerst*: It was reported that a meeting was held on October 10th with Mark Jokerst, Daniel Guyer, Bob Hale, David and Rae Bell Arbogast to go over the Alleghany Firehouse Project. Notes from the meeting attached to these minutes. There was a question about how the contract amount of \$1,260 would be covered and it was explained that it was included in the final budget that was adopted in Sept. A name for the project was needed to include on the contract and it was decided by consensus to call it the "Alleghany Firehouse Improvement Project" a motion was made by Daniel Guyer to approve the Contract as presented, 2nd by Bruce Coons vote: **5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant, Motion carried.**

2. *Approval of letter from PRCSD Board to AVFD Board of Commissioners and Officers*: A draft letter addressing the concerns raised by the AVFD Auxiliary at the September meeting was reviewed. A motion to approve the letter as presented was made by Daniel Guyer seconded by Chris Mills vote: **5 Ayes, 0 Nays, 0 Absent, 0 Abstain, 0 Vacant, Motion carried.**

3. *Consideration of using PRCSD's one-hour free legal service to assist with Bylaw question for non-profit auxiliaries*. President Babros stated that he would like to get AVFD chairman Bob Hale's input before taking any action. Both AVFD Secretary Vicky Tenney and PCVFD President Roland Robertson stated that they needed time to discuss the findings with their boards. Vicky Tenney reminded everybody that they are all volunteers and their time is limited. AVFD is aware that they need to start working on their bylaws. No action taken.

NEXT MEETING AGENDA ITEMS

The meeting calendar for 2019 will be on the November agenda. The Secretary wished to explain that the annual meeting schedule is published on the district's website and in the Mountain Messenger and that if a meeting is changed or cancelled one month it does not impact the remainder of the calendar. The next regular meeting is scheduled for November 21, 2018 at the Pike City Firehouse 6:30 pm. A Safety Committee meeting will be held at 6 pm same location.

ANNOUNCEMENTS None

ADJOURNMENT:

There being no further business before the board the meeting was adjourned at 7:50 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



Pliocene Ridge Community Services District

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

Treasurer's Report for October 2018

Beginning Checking Account Balance \$ 6,195.01

Date	From:	For:	Amount

Deposits Total \$ -

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

Expenditures Total \$ 1,468.32

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

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

Ending Checking Account Balance \$ 4,726.69

Starting Savings account balance \$ 15,694.26

interest earned

transfer to checking

transfer to FUNDS

Ending Savings Account Balance \$ 15,694.26

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

Reserve account Starting Balance \$ 50,706.76

interest earned

transfer from savings

Reserve account Ending Balance \$ 50,706.76

Total ALL FUNDS \$ 71,127.71

Verified against bank statement by: X

Name Printed _____

Title _____

Special District/Non-Profit Research Part 3

Prepared by Rae Bell for PRCS D meeting date 11/16/18

(Refer to Part 2 for Definitions)

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

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

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

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

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

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

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

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

Footnote: This is the second draft of this document; the first version was given the board members of both non-profit auxiliaries in early November BEFORE I had read the most recent version of the PCVFD Bylaws (my bad). As it turns out PCVFD has removed all references to functioning as a fire dept. from their bylaws. It was not my intention to get into the specifics about what is "non-compliant" about the bylaws. My knowledge on this topic is very limited. I think Roland's idea of having some meetings to discuss this research with both VFD's is a good idea; BEFORE consulting with an attorney (if it is decided to do so) in order to make a list of questions. **I have not pursued a date with Attorney Donna Williamson until it is determined if this is something that everybody wants.** There is also the one-hour of free legal advice that could be used.

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



Pliocene Ridge Community Services District BYLAWS

DEFINITIONS

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

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

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

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

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

ARTICLE I

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

NAME

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

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

PHONE: 530-288-0624 **WEBSITE:** plioceneridge.org **EMAIL:** plioceneridge@gmail.com

AUTHORITY

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

POWERS

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

CLASSIFICATION

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



Pliocene Ridge Community Services District BYLAWS

ARTICLE II BOARD MEETINGS CONTINUED

15. **Public Comment.** The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote. Board members are prohibited from addressing any items not previously included on the agenda except to provide simple answers to basic questions. The Board may receive testimony and set the matter for a subsequent meetings.

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

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

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

ARTICLE III

RECORDS, CORPORATE SEAL, LOGO, VACANCIES, COMPENSATION

RECORDS

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

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

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



Pliocene Ridge Community Services District BYLAWS

ARTICLE VII ORIENTATION OF BOARD MEMBERS & GENERAL CONDUCT

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

GENERAL CONDUCT OF BOARD OF DIRECTORS

In the meeting process, Board members shall strive to:

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

In personal interactions, Board members shall strive to:

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



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

WHEREAS:

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

THEREFORE BE IT RESOLVED THAT:

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

CERTIFICATION

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

AYES: NAYS: ABSTAIN: ABSENT: VACANT:

Wayne C Babros, President

Daniel Guyer, Vice President

Bruce Coons, Director

Grace Knowles, Director

Chris Mills, Director

ATTEST:

Signature: _____
By: Rae Bell Arbogast
Secretary/Clerk of the Board