



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

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

**Wednesday April 19, 2017 6:30 pm Alleghany Firehouse 105 Plaza Court**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT Presentation by Frank Lang of Frontier Medical Resources Inc. re: Paramedic Program.
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
  - a) Correspondence
  - b) Committee/Member/Business Reports:
    1. Station 71 Chief's report
    2. Station 67 Chief's report
    3. Station 71 Auxiliary
    4. Station 67 Auxiliary
    5. Risk Manager Report
    6. Board Member Report –
    7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
  - a) Approval of Minutes of March 15, 2017
  - b) Approval of Treasurer's report dated March 31, 2017
  - c) Unfinished business:
    1. Wayman Dam Project
    2. Ongoing Bylaws & Policy review and/or update: BYLAWS Policy # 0006 RE: adoption or amendment of Bylaws and Policies. Draft proposed changes attached.
    3. Alleghany Firehouse Project –
    4. Pike Firehouse Project – including discussion of potential budget impact for next fiscal year
    5. Status of dispatch office in Alleghany
  - d) New business
    1. Fiscal year 2017-2018 50/50 CDF Grant application period open
7. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Ethics training May 13<sup>th</sup> Pike, Next regular meeting May 17<sup>th</sup> in Pike.
8. ADJOURNMENT

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**MINUTES of the Regular Meeting of the Board of Directors of Pliocene Ridge CSD. Held Wednesday March 15, 2017 at Station 67 100, Pike City Rd. Pike**

**1. Call to order:** The meeting was called to order at 6:45 pm by President Wayne Babros. Board members present: Wayne Babros, Daniel Guyer, Bruce Coons and Gracie Knowles. Also present were Pike assistant chiefs Jim Buckbee & Tom Starr and Alleghany assistant chiefs David Arbogast & Ned Cusato, PCVFD auxiliary President Roland Robertson was in attendance as was Secretary Rae Bell who took the minutes. Flag Salute.

**2. APPROVAL OF THE AGENDA:** A motion was made by Bruce Coons to approve the agenda, 2<sup>nd</sup> by Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

**3. PUBLIC COMMENT:** None.

**4. INFORMATION/DISCUSSION ITEMS**

**a) Correspondence:** **Incoming** Letter from Sierra Frontier Medical Resources in Downieville about their Paramedic Program with a request for a donation, request for updated incumbent roster from Michelle Burr of the Sierra County Clerk Records Office, Letter from the State Controller's Office regarding the annual compensation report due April 30<sup>th</sup>. Letter from Rae Bell re: Alleghany Firehouse Project **Outgoing** Letter from State Controller forwarded to Boden, Klein and Sneesby as they handle this as part of the audit agreement, signed contract mailed to Airmed Group, signed Oaths of Office mailed to Sierra County Clerk-Recorder, Signed audit engagement letter mailed to Boden Klein and Sneesby, Ballot for Fire District Representative in favor of Downieville FPD mailed to Golden State Risk Management Authority.

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

*1. Alleghany Assistant Chiefs Arbogast & Cusato* reported that there was one medical call since the last meeting transported to Hwy 49 for a rendezvous with SNMH Ambulance, the new EMT and youngest firefighter has moved to Chico, a new computer was purchased for training and they have started using it to watch the training videos that Jim Buckbee provided. All equipment in good working order except there seems to be an issue with the transfer case on the ambulance 7145 (it is difficult to get in and out of 4WD) they will be looking at this soon. Possibly it just needs to be lubed. The ambulance was taken to Downieville on Monday the 13<sup>th</sup> to fill the large oxygen bottle and to restock it.

*2. Pike City Assistant Chiefs Buckbee & Starr* reported that everything is up and running. They have a new full-time resident of the Pike Firehouse (a mannequin) stuffed with firehose so that its weight is similar to the weight of an actual person. It is being used for trainings involving moving patients. They have started a wildland refresher in order to get ready for fire season. They had training with Alleghany on March 23<sup>rd</sup>. The ambulance was gone over, as well as the new sled for the stokes. Everybody also practiced with the traction splint. The new lights outside the firehouse are great and they want to get another one.

*3. Station 71 Auxiliary* No report.

*4. Station 67 Auxiliary* Roland reported that their spring newsletter was mailed on Monday. They added expired members back to the address list with a green border on the address label in order to try and get some members back. They have a planning meeting scheduled for Taco Night. A resident has expressed interest in filling the vacancy on the board.

*5. Risk Manager Report:* Daniel Guyer reported that the Loss Prevention Incentive Plan application was submitted to Golden State Risk Management Authority by the deadline. A letter

was received from them asking for additional back-up documentation due by April 14<sup>th</sup>. They will make the awards at their May meeting.

*6. Board Member/Staff reports:* Rae Bell reported that Frank Lang wishes to be on the agenda for the April meeting to discuss Frontier Medical Resources' paramedic program. She also reported that she was able to confirm with Airmed ambulance services that Enloe is not part of their plan. She is in the process of putting all of the information including applications for both Enloe Careflight and Airmed on the district's website under "notices". Hard copies of the applications are being placed in the plastic "agenda boxes" in both Alleghany and Pike. In response to an inquiry from President Babros, Ned reported that all of the washed-out roads in the county will be repaired. Mountain House Rd is a high priority but it still has 2 feet of snow on it. Because of the snow, the engineers have not had a chance to look at it yet. Most of the work will be done by outside contractors.

*7. Standing Committee Reports:* Streetlight manager Bruce Coons reported that two lights are blinking and PG&E claimed they could not find pole #4. They were looking in Forest City instead of Alleghany but would not believe him when he told them that over the phone. It has been very frustrating trying to get service on the lights. Ned reported that the one in the County Yard is blinking again. Bruce will continue to follow-up with PG&E. The treasurer needs to go over the bills and cross-reference with the master list to see exactly what the district is being charged for. It has been verified that the number of lights is accurate but the split between Alleghany and Forest City might to be off.

## **5. ACTION ITEMS**

*a) Approval of regular meeting minutes dated 2/15/17* Motion to approve the minutes as submitted made by Gracie Knowles 2<sup>nd</sup> Daniel Guyer. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

*b) Approval of treasurer's report dated 2/28/17 and typo correction to 1/31/17 report.* Moved by Daniel Guyer 2<sup>nd</sup> by Bruce Coons. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**

*c) Unfinished Business*

1. Wayman Dam project – Bill Adasiewicz sent out an email update on March 6<sup>th</sup> reporting that he had followed-up with the Forest Service but hadn't gotten any positive indication from them that any action was being taken to move forward with the approval to muck out the reservoir. Tom Starr reported that the Forest Service had some archeological people out there this week. (They could not find the dam and showed up at his house) Zac Kostick met up with them after Tom got them pointed in the right direction.
2. Draft changes to Finance Policy 3000 to bring it into compliance with the State Mandated budget timeline were presented by the Secretary. A motion to accept the changes as proposed was made by Daniel Guyer 2<sup>nd</sup> by Gracie Knowles. **Motion passed: 4 Ayes, 0 Nays, 0 Absent, 0 Abstain, 1 Vacant.**
3. Regarding the Alleghany Firehouse project: The bay doors were serviced by Advantage Garage Doors on January 31<sup>st</sup> and they are working fine. It was recommended they be serviced at least once every few years. They also recommended installing bumper stops the next time they come to extend the life of the top rollers. A copy of the memo sent to Burns Tenney by the project committee in December and the recent letter from Rae Bell regarding the firehouse project are attached to these minutes. There has been no further word from either Burns Tenney or AVFD.

4. Regarding the Pike Firehouse project: Roland reported that they have decided to “go for it”. Attached to these minutes is the plot plan and job assignments. In order to comply with ADA parking requirements for the lift, an area will need to be paved next to the firehouse. They are going to seek the County’s help with that. He has gotten a grant application from SPI and will be asking them to help with the stairway. The more detailed the cost estimate is, the more likely it is that they will get money. Their hope is to get the construction going this summer. The estimated cost for the staircase is around \$6,500. They are looking for further funding sources including possibly Robinson Timber and the Yuba County Water Agency. The lift portion of the project will be submitted to USDA Rural Development for a grant/loan combo. Hopefully they can get 75% funding and a low interest loan or other help for the remaining 25%.

**d) *New Business***

1. It had been brought to the board’s attention at recent meetings that the dispatch office in the Alleghany Firehouse has been non-operational for several years. An inquiry was made of Lee Brown on March 13<sup>th</sup> to see what would be needed to get it operational again. He stated that based on his memory, all that is needed to get it operational is a radio and battery backup. It was suggested by Jim Buckbee that possibly the Sheriff’s Office might have a spare radio that they could donate. Banner Communications will be contacted to find out the cost of a battery backup. The Alleghany Firehouse Budget line-item could possibly be used to pay for it. It was noted that having a functional dispatch office in Alleghany would be beneficial in several scenarios: it could be used as a “command center” for any incidents in the district. In the event that there is a problem with either the Pike dispatch office or Downieville dispatch offices it would provide an alternate location. If the Ruby repeater goes down, it could provide dispatch capabilities and communication assistance for both the Pike and Alleghany fire departments.

Jim Buckbee reported that the newer Kenwood high band radios provided by OES do have paging capabilities. The Pike Department has programmed the one in their command rig (6700) to be able to page out Pike. The Alleghany Department might want to consider doing the same thing with the radio in their command rig (7100).

On the same topic of dispatch it was reported that there is a new protocol in place issued by Lee Brown. The protocol is intended to lower the volume of radio traffic when calls are paged-out. Responding individuals are to skip saying “Downieville Fire” at the beginning of their radio transmission when they notify dispatch that they are responding. When the dispatcher hears this they will not confirm back. IF “Downieville Fire” is said at the beginning of the transmission the dispatcher is required to confirm back. All vehicles still need to say “Downieville Fire” at the beginning of their transmissions.

**NEXT MEETING AGENDA ITEMS** The next regular meeting is scheduled for April 19<sup>th</sup> at the Alleghany Firehouse.

**ANNOUNCEMENTS** An Ethics AB 1234 and Workplace Harassment Prevention AB1825 workshop will be held on Sat. May 13<sup>th</sup> at the Pike Firehouse beginning at 9am This is a requirement for Board Members and Managers. An “Understanding the Budget Process” workshop is being hosted by Alleghany County Water district at the Alleghany Firehouse on March 31<sup>st</sup> 9am to noon. It is being presented by Angele Wendele of the California Rural Water Association. It is free and is open to anybody who wants to attend. Registration is required. Possibly lunch will be served.

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 7:35 PM

Respectfully submitted,

**DRAFT**

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

Treasurers Report cut off date: March 31, 2017

					Beginning Checking Account Balance	\$	2,303.53
<b>Deposits Budget</b>							
Line #	Date	From:	For:				Amount
	3/23	Savings	Bank Transfer			\$	2,000.00
	3/13	Jim Buckbee	CC charge reimburse for item kept			\$	29.99
					<b>Deposits Total</b>	<b>\$</b>	<b>2,029.99</b>
<b>Expenditures Budget</b>							
Line #	Ck #	Date	To:	For:			
	2417	3/13	AT&T	Oct thru Feb phone bills		\$	187.37
6172.2				Phone Alleghany	\$		92.39
6172.3				Phone Pike	\$		94.98
6176.2	2418	3/13	Suburban Propane	Propane Alleghany Station 1		\$	469.40
	2419		VOID				
	2420		VOID				
7296	2421	3/15	Ned Cusato	German Fire		\$	212.67
8296	2422	3/15	Jim Buckbee	German Fire		\$	212.67
	EFT	3/23	Credit Card			\$	449.01
7300			Staples	Computer Alleghany	\$		377.45
6250.1			Staples	Office Supplies	\$		13.04
7660			B&C	Supplies Alleghany	\$		51.56
8660			Dollar Store	Supplies Pike	\$		6.96
	OL	3/27	PG&E			\$	723.97
6170.2				PG&E Alleghany	\$		142.18
6170.3				PG&E Pike	\$		200.79
9171.4				Streetlights - Forest	\$		22.17
9170.4				Streetlights - Alleghany	\$		358.83
					<b>Expenditures Total</b>	<b>\$</b>	<b>2,255.09</b>
					<b>Ending Checking Account Balance</b>	<b>\$</b>	<b>2,078.43</b>
					<b>Starting Savings account balance</b>	<b>\$</b>	<b>26,120.35</b>
					transfer from checking		
					transfer to checking	\$	(2,000.00)
					transfer to FUNDS	\$	(10,000.00)
					<b>Ending Savings Account Balance</b>	<b>\$</b>	<b>14,120.35</b>
					<b>General Fund (accounts listed above) Total</b>	<b>\$</b>	<b>16,198.78</b>
					<b>Reserve account Starting Balance</b>	<b>\$</b>	<b>40,246.94</b>
					interest earned	\$	2.56
					transfer from savings		
					<b>Reserve account Ending Balance</b>	<b>\$</b>	<b>40,249.50</b>
					<b>Total ALL FUNDS</b>	<b>\$</b>	<b>56,448.28</b>

Funds not updated for German Fire yet.

Piociene Ridge Community Services District  
**Profit & Loss Budget vs. Actual**  
July 1, 2016 through April 15, 2017

Jul 1, '16 - Apr 15, 17 Actual	Budget	\$ Over Budget	% of Budget	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4020.1 · Tax Revenue Fire	13,788.42	25,000.00	-11,211.58	55.15%
4030.1 · Donations Income District	25.00	0.00	25.00	100.0%
4030.2 · Donations Alleghany	2,660.62	2,667.50	-6.88	99.74%
4030.3 · Donations Pike	864.14	250.00	614.14	345.66%
4040.1 · Grants District	0.00	1,000.00	-1,000.00	0.0%
4040.2 · Grants Alleghany	2,660.62	2,667.50	-6.88	99.74%
4040.3 · Grants Pike	864.15	250.00	614.15	345.66%
4070 · EMS - Income				
4070.1 · EMS - Income Admin	1,350.00	0.00	1,350.00	100.0%
4070.2 · EMS - Alleghany	2,400.00	0.00	2,400.00	100.0%
4070.3 · EMS-Pike	3,000.00	0.00	3,000.00	100.0%
<b>Total 4070 · EMS - Income</b>	<b>6,750.00</b>	<b>0.00</b>	<b>6,750.00</b>	<b>100.0%</b>
4071 · Mutual Aide Income				
4071.1 · Mutual Aid Income Admin	117.20	0.00	117.20	100.0%
4071.2 · Mutual Aid Income- Alleghany	824.90	0.00	824.90	100.0%
4071.3 · Mutual Aid Income- Pike	347.05	0.00	347.05	100.0%
<b>Total 4071 · Mutual Aide Income</b>	<b>1,289.15</b>	<b>0.00</b>	<b>1,289.15</b>	<b>100.0%</b>
4080 · Interest Income	10.44	0.00	10.44	100.0%
<b>Total Income</b>	<b>28,912.54</b>	<b>31,835.00</b>	<b>-2,922.46</b>	<b>90.82%</b>
<b>Gross Profit</b>	<b>28,912.54</b>	<b>31,835.00</b>	<b>-2,922.46</b>	<b>90.82%</b>
<b>Expense</b>				
<b>6000 · OVERHEAD EXPENSE CATEGORY</b>				
6170.1 · PG&E				
6170.2 · PG&E Alleghany	699.80	800.00	-100.20	87.48%
6170.3 · PG&E Pike	1,358.17	1,500.00	-141.83	90.55%
<b>Total 6170.1 · PG&amp;E</b>	<b>2,057.97</b>	<b>2,300.00</b>	<b>-242.03</b>	<b>89.48%</b>
6172.1 · Telephone				
6172.2 · Telephone Alleghany	158.31	190.00	-31.69	83.32%
6172.3 · Telephone Pike	98.36	200.00	-101.64	49.18%
<b>Total 6172.1 · Telephone</b>	<b>256.67</b>	<b>390.00</b>	<b>-133.33</b>	<b>65.81%</b>
6174.1 · Water				
6174.2 · Water Alleghany	480.00	480.00	0.00	100.0%
<b>Total 6174.1 · Water</b>	<b>480.00</b>	<b>480.00</b>	<b>0.00</b>	<b>100.0%</b>
6176.1 · Propane				
6176.2 · Propane Alleghany	472.41	375.00	97.41	125.98%
<b>Total 6176.1 · Propane</b>	<b>472.41</b>	<b>375.00</b>	<b>97.41</b>	<b>125.98%</b>
6180.1 · Insurance				
6185.1 · Liability Insurance	1,033.00	1,033.00	0.00	100.0%
6193.1 · Property Insurance	1,010.00	1,010.00	0.00	100.0%
6195.1 · Work Comp	1,842.00	1,842.00	0.00	100.0%
6180.1 · Insurance - Other	28.00	28.00	0.00	100.0%
<b>Total 6180.1 · Insurance</b>	<b>3,913.00</b>	<b>3,913.00</b>	<b>0.00</b>	<b>100.0%</b>
6230.1 · Fees/Compliance/Training	159.00	150.00	9.00	106.0%
6235.1 · Bank Charges	31.15	0.00	31.15	100.0%
6250.1 · Postage, copies & office supply	60.04	250.00	-189.96	24.02%
6265.1 · County Administration Fee	2,819.46	2,400.00	419.46	117.48%
6270.1 · Bookkeeping	528.75	2,400.00	-1,871.25	22.03%
6273.1 · Auditor Fees	2,000.00	2,000.00	0.00	100.0%
6275.1 · Public Relations	300.00	320.00	-20.00	93.75%
6280.1 · Property Assessments				
6280.2 · Solid Waste Fee Alleghany	116.90	78.00	38.90	149.87%
6280.3 · Solid Waste Fee Pike	140.28	94.00	46.28	149.23%
<b>Total 6280.1 · Property Assessments</b>	<b>257.18</b>	<b>172.00</b>	<b>85.18</b>	<b>149.52%</b>
6295.1 · Building Repairs & Maint.				
6295.2 · Building Rep & Maint Alleghany	280.00	1,375.00	-1,095.00	20.36%
6295.3 · Buildings Rep. & Maint. Pike	322.44	1,375.00	-1,052.56	23.45%
<b>Total 6295.1 · Building Repairs &amp; Maint.</b>	<b>602.44</b>	<b>2,750.00</b>	<b>-2,147.56</b>	<b>21.91%</b>
6296.1 · Payroll Expense- Mutual Aide	613.16	0.00	613.16	100.0%
6704 · Other Expenses	78.72	0.00	78.72	100.0%
<b>Total 6000 · OVERHEAD EXPENSE CATEGORY</b>	<b>14,629.95</b>	<b>17,900.00</b>	<b>-3,270.05</b>	<b>81.73%</b>

Plocene Ridge Community Services District  
**Profit & Loss Budget vs. Actual**  
 July 1, 2016 through April 15, 2017

Jul 1, '16 - Apr 15, 17 Actual	Budget	\$ Over Budget	% of Budget	
<b>7000 · STATION 71 EXPENSES</b>				
7230 · Compliance Alleghany	342.88	600.00	-257.12	57.15%
7300 · Small Equipment Alleghany	6,000.58	5,835.00	165.58	102.84%
7301 · Equip. repair/maint. Alleghany	136.42	800.00	-663.58	17.05%
7350 · Fuel Alleghany	50.76	800.00	-749.24	6.35%
7630 · Vehicle Rep. & Maint. Alleghany	50.64	1,000.00	-949.36	5.06%
7660 · Supplies Alleghany	165.22	250.00	-84.78	66.09%
<b>Total 7000 · STATION 71 EXPENSES</b>	<b>6,746.50</b>	<b>9,285.00</b>	<b>-2,538.50</b>	<b>72.66%</b>
<b>8000 · STATION 67 EXPENSES</b>				
8230 · Compliance Pike	290.91	800.00	-509.09	36.36%
8300 · Small Equipment Pike	2,236.94	1,000.00	1,236.94	223.69%
8301 · Equip. repair/maint. Pike	50.00	800.00	-750.00	6.25%
8350 · Fuel Pike	261.92	800.00	-538.08	32.74%
8630 · Vehicle Rep. & Maint. Pike				
8631 · 6700 Repairs & Maint.	80.40	0.00	80.40	100.00%
8635 · 6770 Repairs & Maint.	108.43	0.00	108.43	100.00%
8639 · 6790 Repairs & Maint.	44.46	0.00	44.46	100.00%
8640 · 6740 Repairs and Maint	119.21	0.00	119.21	100.00%
8630 · Vehicle Rep. & Maint. Pike - Other	28.96	1,000.00	-971.04	2.9%
<b>Total 8630 · Vehicle Rep. &amp; Maint. Pike</b>	<b>381.46</b>	<b>1,000.00</b>	<b>-618.54</b>	<b>38.15%</b>
8660 · Supplies Pike	22.81	250.00	-227.19	9.12%
<b>Total 8000 · STATION 67 EXPENSES</b>	<b>3,244.04</b>	<b>4,650.00</b>	<b>-1,405.96</b>	<b>69.76%</b>
<b>Total Expense</b>	<b>24,620.49</b>	<b>31,835.00</b>	<b>-7,214.51</b>	<b>77.34%</b>
<b>Net Ordinary Income</b>	<b>4,292.05</b>	<b>0.00</b>	<b>4,292.05</b>	<b>100.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9020.4 · Tax Revenue Street Lights	2,682.42	5,061.17	-2,378.75	53.0%
<b>Total Other Income</b>	<b>2,682.42</b>	<b>5,061.17</b>	<b>-2,378.75</b>	<b>53.0%</b>
<b>Other Expense</b>				
9170.4 · PG&E Streetlights Alleghany	2,912.36	4,400.00	-1,487.64	66.19%
9171.4 · PG&E Streetlights Forest City	132.84	300.00	-167.16	44.28%
9180.4 · County Management Fee SL	0.00	460.00	-460.00	0.0%
<b>Total Other Expense</b>	<b>3,045.20</b>	<b>5,160.00</b>	<b>-2,114.80</b>	<b>59.02%</b>
<b>Net Other Income</b>	<b>-362.78</b>	<b>-98.83</b>	<b>-263.95</b>	<b>367.08%</b>
<b>Net Income</b>	<b>3,929.27</b>	<b>-98.83</b>	<b>4,028.10</b>	<b>-3,975.79%</b>





# Pliocene Ridge Community Services District

BYLAWS Policy 0006

## ADOPTION/ AMENDMENT OF BYLAWS AND POLICIES REGULATIONS & PROCEDURES

Consideration by the Board to adopt or amend these Bylaws and Polices, Regulations & Procedures may be initiated by any Board member, Officer or Staff member and must be submitted to the Secretary in writing for agendaing.

A three fifths (3/5) affirmative vote of all members of the Board at a properly posted regular or special meeting shall be required to add or change the policies, regulations, and bylaws of the District.

Copies of all Bylaws, Policies, Regulations & Procedures shall be placed in an Administrative Procedures Manual and distributed to all Board members and Department Heads.

As adopted 2007 with proposed changes presented 4/19/17 (additions) highlighted yellow (deletions)crossed out