



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 April 20, 2023, 6:30 pm

Location: Pike City Firehouse 100 Pike City Road

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 March 16, 2023 and emergency meeting held on March 30, 2023 c) Ratify Treasurer's report & bill payments for March 2023

3. PUBLIC COMMENT: Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. 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' report

3. Alleghany Volunteer Fundraising District

4. Pike Community Support Foundation

5. Board Member/Staff Reports

6. Firewise Communities

7. Firehouse Projects & ADA Compliance ~

8. Pending Grants – written report provided

5. DISCUSSION and POSSIBLE ACTION ITEMS:

a) Unfinished business:

1. Nothing ready for board action.

b) New business

1. Ambulance MOU - report on meeting held April 18th, after agenda posting. Placed under "action items" in case board action is needed.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date May 18, 2023 in Pike Agenda Items: Fiscal Year 23/24 Preliminary budget review for June adoption.

7. ADJOURNMENT

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MINUTES of the Regular Meeting of the

Pliocene Ridge CSD Board of Directors

Date: Thursday March 16, 2023 Time: 6:30 pm

Location: Alleghany Station 1 (had to move location at the last minute because the phone was not working at Station 2) and by conference call

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:40 pm by President Larry Allen. **Flag Salute.** Present: Board members, Larry Allen, Bruce Coons Pam Davis, and Chris Mills (both Pam & Chris M. arrived after the consent calendar was approved). Director Grace Lundeen attended by phone. Also in attendance: Pliocene Ridge Fire Chief Chris Dorn, Alleghany Assistant Chiefs David Arbogast and Ned Cusato. Pike Community Support Foundation President Roland Robertson and Treasurer Denise Ruane (by phone). Public present: Vicky Tenney (by phone). Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes.

2. CONSENT CALENDAR:

Approval of current Agenda, Minutes for regular meeting held February 16, 2023 plus a minor correction to the Jan. 19th minutes (typo on start time) and Treasurer's report for February 2023. **A motion was made to approve the consent calendar by Bruce Coons, seconded by Grace Lundeen Ayes: Allen, Coons, Lundeen Noes: none Absent: Davis & Mills Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: For items not listed on agenda. None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence:

Incoming: Gov. Compensation report letter and PW from Calif. State Controller (scanned and forwarded to Blain Boden), Donation of \$5,000 for the Alleghany Fire Department from a donor who wishes to remain anonymous, Blank Form 700s from Sierra County Clerk-Recorders office

Outgoing: Secretary of State Registry of Public Agencies form SF-405 (used to be called Statement of Information) mailed to the Secretary of State to update the board and officers, notices from Chief Dorn sent to a few individuals who were removed from the active roster this year, due to a lack of training attendance and call response per district policy, new ID cards issued to all active first responders, thank you letter and receipt for tax purposes for \$5,000 donation listed above

b) Committee/Member/Business Reports:

1. Chief's Report ~ Chief Dorn reported that call activity has been light and nothing is burning [snowy weather since last meeting]. He noted that a wet winter can lead to a higher fire danger when things dry out because of the extra vegetive growth. He said that all the surrounding fire districts had been swamped during recent severe winter storms and the light activity in our district speaks to the preparedness and self-sufficiency of our citizens.

2. Assistant Chief's Report: Alleghany Fire Assistant Chiefs David Arbogast and Ned Cusato reported that there was one medical call since the last meeting that was a transport from Alleghany to the Pike Firehouse where an ambulance from Sierra Nevada took the patient. The ambulance isn't fixed but it can be driven. It is going to the mechanics on Wednesday the 22nd.

3. AVFD non-profit corp: ~ Rae Bell reported that she has offered to help them get their non-profit status in good standing and that she met with their Treasurer Coral Spencer earlier that day.

4. Pike Community Support Foundation ~ Roland Robertson stated that he had nothing to report other than for items already on the agenda.

5. *Board Member/Staff Reports* ~ In addition to the written report that was provided in advance, Rae Bell reported that a Rural Medical First Responder Skills Day is going to be held at the Pike Firehouse on April 22nd. This is being paid for with a grant from the district's insurance company plus a grant obtained by the Sierra County Health Dept.

6. *Firewise Community Projects* ~ Rae Bell reported that she attended the Nevada County Firewise Coalition's meeting on March 13th (online).

7. *Firehouse Projects & ADA Compliance:*~ Roland reported that he had received the copy of the ADA compliance survey for the Pike Firehouse from Rae Bell but had not had time to look at it. He wanted to know if it would be ok for him to start looking for money for the bigger Pike Firehouse project and if he could be authorized by PRCSD to talk to the board of supervisors. Larry Allen stated that it would be ok if he looked for money. Rae Bell pointed out that it is great to keep looking for "pots of money" and a grant writer, but the district isn't ready to seek funding yet. Nothing has been decided about what the long-term plan is for adding two engine bays in Pike. Rae also mentioned that the district can most likely get 75% funding from USDA Rural development once the project is defined. It is a source for the other 25% that needs to be found.

8. *Pending Grants:* In addition to the written report provided, Rae reported that the district applied for and was awarded a grant for NARCAN from the State Dept. of Health.

5. ACTION ITEMS

a) *Unfinished Business* None

b) *New Business*

1. *Proposed changes to Policy # 2010 Funds:* A written report was provided suggesting that the sections dealing with splitting mutual aid and emergency response revenue be removed from the policy all together. This would result in all funds earned remaining in the General Fund. After a brief discussion a **motion was made by Chris Mills to remove both sections from the Policy as suggested above. 2nd by Bruce Coons. Ayes: Allen, Davis, Coons, Mills Noes: none Absent: none Abstain: Lundeen ~ Motion carried.**

2. *Approval for treasurer to leave mutual aid standby call revenue earned in 2022 in the General Fund.* Roland Robertson wanted it in the record that he was opposed to both this item and the one above in item B.1 Vicky Tenney stated that she also opposed both actions. **A motion to authorize the treasurer to leave the mutual aid revenue in the general fund was made by Chris Mills and seconded by Bruce Coons Ayes: Allen, Davis, Coons, Mills Noes: none Absent: none Abstain: Lundeen ~ Motion carried.**

3. *Authorize staff to purchase new tires for engine 7180 and have the air conditioning repaired, the engine brakes and front alignment checked. To be paid for out of the general fund.* **A motion was made to authorize staff as listed above, 2nd by Chris Mills. Ayes: Allen, Davis, Coons, Lundeen, Mills Noes: none Absent: none Abstain: none ~ Motion carried.**

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS

The next regular meeting is scheduled for April 20, 2023 at the Pike Firehouse.

7. ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 6:55 PM.

Respectfully submitted,
Rae Bell Arbogast, Secretary

**MINUTES of the Emergency Meeting of the Pliocene Ridge CSD
Board of Directors and Downieville Fire Protection District Board of Directors.
Date: Thursday March 30, 2023 5:00 pm
Held by Zoom and conference call.**

1. CALL TO ORDER: It was decided that PRCSD President Larry Allen would Chair the meeting and DFPD President Frank Lang, would provide a summary of the issue and answer questions. The meeting was called to order at 5:06 pm by President Allen. PRCSD Board members present Larry Allen, Bruce Coons, Pam Davis, Grace Lundeen and Chris Mills. PRCSD Staff present: District Fire Chief Chris Dorn, Assistant Chiefs David Arbogast and Ned Cusato and Secretary/Treasurer Rae Bell Arbogast who took the minutes. DFPD Directors Present: Frank Lang, Liz Fisher, Greg Johnson and Diane Wharff. DFPD Staff present: Bookkeeper/dispatcher Loryce Ashbee and Captain/AEMT Steve Folsom. Sierra County OES coordinator Lee Brown was also present along with members of the public Denise Ruane and Vicky Tenney.

Frank Lang explained that a committee had been formed to review and update the Memorandum of Understanding (MOU) between DFPD and PRCSD regarding the DFPD ambulance housed in Alleghany and staffed by PRCSD personnel. The committee had met, two days prior, on March 28th. In the process of examining all the agreements between DFPD and Sierra County Service areas one and two dating back to 1989 for the provision of ambulance service in the Pliocene Ridge area it was apparent that the agreements all pre-dated the formation of PRCSD, with no subsequent amendment to include PRCSD.

Additionally, the original agreement had been amended over the years with different provisions and each amendment supposedly voided the previous versions of the agreement leaving substantial gaps. It is also apparent that hardly any of the terms of any of the agreements had been complied with by any of the parties. This is the first issue, the agreements between DFPD and the County Service areas 1 and 2 with pieces that either did not fit or that were all together missing, complicated by the fact that the agreements were executed before the formation of PRCSD. PRCSD's charter provided for Fire Protection, Emergency Medical Services, Parks and Recreation and Streetlighting but ambulance service was not included. At that time, ambulance service was being provided by DFPD. [After Tuesday's committee meeting, this was verified with Van Maddox who looked at the formulas used for the PRCSD tax allocation].

There was a question about why the MOU that was executed in 2018 between PRCSD and DFPD for the provision of an ambulance is not adequate. Frank explained that there are a few main reasons: 1. NORCAL EMS was not involved in that MOU and did not approve it. 2. It isn't clear what structure is needed for the districts to work together. (More research is needed regarding the provision of services between special districts within each other's boundaries). 3. The agreement assumes that the agreement between the County and DFPD was still in place. This is yet to be determined by County Council, but seems doubtful because of the changes that have occurred since the last amendment in 2000.

As such, the 2018 MOU is not applicable, but Frank had spoken to NORCAL EMS that day and they stated that the two districts were being granted 60 days to sort it out, essentially honoring the existing MOU until a long-term solution is worked-out. County Counsel is expected to weigh in on the service area agreements.

A few people spoke to the fact that what is currently in place does work for medical response in the Pliocene Ridge area. It was stressed that all parties wish to continue what has been working, and the desire is to find a way to continue to make it work. There are valid questions about how the costs should be covered.

It was decided by consensus to form a committee with members of both districts to begin work on the fundamental basis of the agreement between the two districts.

Committee members selected: PRCSD Larry Allen, Rae Bell Arbogast and Chris Mills. DFPD Frank Lang, Steve Folsom and Diane Wharff.

It was decided to meet on April 18th at 10 am at the Masonic Lodge in Downieville.

ADJOURNMENT:

There being no further business before the boards, the meeting was adjourned at 5:36 PM.

Respectfully submitted,

Rae Bell Arbogast
Secretary



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 March 2023

Beginning Checking Account Balance \$ 51,474.55

DEPOSITS

| Date | From: | For: | Amount |
|--------|-------|---------------------------|-------------|
| 15-Mar | CDF | 50/50 grant for hosepacks | \$ 5,164.15 |

Deposits Total \$ 5,164.15

EXPENDITURES

| Ck # | Date | To: | For: | Amount |
|--------------------------|------|------------------------------|--|--------------|
| EFT | 3/1 | WA credit card | | \$ 329.59 |
| | | | Suburban Propane - Allegheny FH | \$ 226.24 |
| | | | Amazon - Handheld radio batteries | \$ 53.35 |
| | | | Quill - Self laminating ID CARDS for First Responders | \$ 36.45 |
| | | | CVS Pharmacy, Avery labels bill to firewise mailer | \$ 13.55 |
| EFT | 3/6 | PG&E | | \$ 681.07 |
| | | | Allegheny Firehouse | \$ 130.75 |
| | | | Pike Firehouse | \$ 255.30 |
| | | | Allegheny Streetlights | \$ 276.10 |
| | | | Forest City Streetlights | \$ 18.92 |
| # 2656 thu # 2660 Voided | | (had problem with paychecks) | | \$ - |
| 2661 | 3/6 | Cameron Shay | Pre-position payroll | \$ 1,337.40 |
| 2662 | 3/6 | Chris Gibbs | Pre-position payroll | \$ 6,149.89 |
| 2663 | 3/6 | Chris Dorn | Pre-position payroll | \$ 5,661.71 |
| 2664 | 3/6 | Edward Cusato | Pre-position payroll | \$ 7,340.52 |
| 2665 | 3/6 | Ethan Esch | Pre-position payroll | \$ 2,343.86 |
| 2666 | 3/6 | AT&T | Phones at firehouses one in Pike and one in Allegheny | \$ 58.96 |
| | 3/6 | Transfer to savings | | \$ 25,000.00 |
| 2667 | 3/31 | Rae Bell Arbogast | \$600 quarterly adm, \$495 strike-team admin, \$166.67 reimburse PR module | \$ 1,261.67 |
| 2668 | 3/31 | Interspiro | SCBA annual testing and fit test 4 fire fighters | \$ 1,115.00 |
| 796 | 3/21 | US Postal Service | Postage | \$ 9.56 |
| 2669 | 3/31 | Sierra County Public Works | Fuel Pike FD | \$ 99.85 |
| EFT | 3/31 | Suburban Propane | Allegheny Station 1 | \$ 337.30 |

Expenditures/transfers Total \$ 51,726.38

| Reserve Account Detail | |
|------------------------------|---------------------|
| Contingency | \$ 24,500.00 |
| Allegheny Fire Unallocated | \$ 8,000.00 |
| Allegheny Dispatch Office | \$ 700.00 |
| Pike City Fire Unallocated | \$ 16,950.00 |
| Streetlights | \$ 7,126.30 |
| Pike City Firehouse | \$ 3,064.76 |
| Pike City Engines | \$ 11,202.95 |
| Allegheny Firehouses | \$ 11,409.37 |
| Allegheny Engines | \$ 4,588.78 |
| Interest Earned | \$ 18.01 |
| Reserve Account Total | \$ 87,560.17 |

Ending Checking Account Balance \$ 4,912.32

Starting Savings account balance \$ 11,991.53

3/6 transfer from checking \$ 25,000.00

interest earned \$ 1.44

Ending Savings Account Balance \$ 36,992.97

General Fund (accounts listed above) Total \$ 41,905.29

Reserve account Starting Balance \$ 82,554.02

Donation for Allegheny FD \$ 5,000.00

interest earned \$ 6.15

Reserve account Ending Balance \$ 87,560.17

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 129,465.46

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



Staff report for meeting date 4/20/2023

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: Notices from PG&E re: planned power outages, letter from Cai Sorlien re: corrections to address list.

Outgoing: Follow-up notices regarding fire dept. equipment returns from non-active firefighters. Form 700s sent to clerk-recorders office, application papers sent to Pam Davis

Agenda item 4. b) 5 Board member/Staff reports

- Correction to last month's mutual aid call income summary. There was a \$53 discrepancy between the amount of the deposit made in February for \$41,735.17 and the amount on my report which showed \$41,682.17. The amount on my report was the invoice amount. I noticed this shortly after I put the packet out last month and I emailed Cal-OES to see why we got an extra \$53 but they never responded.

Agenda item 4. b) 7 Firehouse Projects and ADA compliance (placeholder)

Agenda item 4. b) 8 Pending Grants

- ❖ CDF 50/50 grant for Fiscal year 21/22 – The EMS turn-outs finally arrived. This grant is completed.
- ❖ CDF 50/50 grant for Fiscal year 22/23 – Final payment for the hose packs deposited in March. This grant completed.
- ❖ CDF 50/50 grant for Fiscal year 23/24 - The application is due by May 4th.
- ❖ Additional siren for Alleghany. – nothing new to report

Pending items not addressed on this month's agenda:

(Staff needs more time to work on them before presenting to the board, more info needed, or conditions not right to proceed)

- Water Tender Upgrade (defined as highest fleet priority first by the Chief(s) then the board in Sept. 2022 with letter to USDA Rural Development). Rae Bell to talk to USDA rep. plus Chris Dorn has some leads that he is working.
- Fund Policy revision (need to create simplified tracking sheet)
- MOU with non-profits (name changes) We are waiting on documentation from the AVFD non-profit corporation.
- Engine Bay conversion to ADA friendly space Pike firehouse (need cost estimate).
- Signage for firehouses (Need signs with updated department names and updated district logo)
- Long-term plan for adding two larger engine bays in Pike (defined as highest capital improvement priority first by the Chief(s) then the board in Sept. 2022 with letter to USDA Rural Development)
- **Repair to west wall of Station 1 in Alleghany. The metal siding was purchased last April, arrived last summer and is sitting in the County Yard. Waiting for good weather to do it.**
- Proposed changes to Ordinance #1 discussed in Feb. 2023 – Larry Allen found additional code that would allow us to bill for environmental spills & clean-up. More legal research is needed before a new draft will be ready for the first reading.
- ISO survey done in 2019 ~ I have not been able to get a copy of our survey docs from 2019. Every time that I contact them, they tell me to create a user account on their website, which I do, and get a message that a confirmation email will be generated but it never happens. I have contacted the person who did the survey and he said that I am not the only one having problems and that he would get back to me, but he never has. **The ISO survey will be due again next year.** It is a very involved process that I spent well over 40 hours on last time, but we did manage to get a better ISO rating for the district as a result of the work.
- Free attorney consult: I was authorized a long time ago, to inquire about the borrowing limits for CSD's to see if there is any additional information (legal precedence) besides the code but haven't done it.