



## 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 March 21, 2018 6:30 pm Pike City Firehouse 100 Pike City Rd.**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. APPROVAL OF AGENDA

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. Station 71 Auxiliary
4. Station 67 Auxiliary
5. Risk Manager Report
6. Board Member/Staff Reports
7. Standing Committee Reports: Streetlight, Budget, Safety

5. ACTION ITEMS:

a) Approval of Minutes for meeting date February 21, 2018.

b) Approval of treasurer's report for February 2018.

c) Unfinished business:

1. Ongoing Bylaws & Policy review and/or update: mark-up copy of Policy 1000 thru 1450 included in packets.
2. Alleghany Firehouse Project – ADA Compliance
3. Pike City Firehouse Project – ADA Compliance
4. Status of dispatch office in Alleghany
5. Tree Removal at Station 1 in Alleghany

d) New business

1. CDF 50/50 grant application period open for 2019.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next Regular meeting April 18th, 2018 in Alleghany 6:30 pm.

7. ADJOURNMENT

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## MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors

Date: Wednesday February 21, 2018

Location: Alleghany Firehouse 105 Plaza Court

**1. Call to order:** The meeting was called to order at 6:30 pm by Vice President Daniel Guyer.

Board members present: Bruce Coons (arrived late), Daniel Guyer, Gracie Knowles and Chris Mills. Wayne Babros had called the Secretary to report that he could not make it. Also present were Pike City Assistant Chiefs Jim Buckbee & Tom Starr and Alleghany Assistant Chiefs David Arbogast and Ned Cusato, PCVFD auxiliary President Roland Robertson and AVFD auxiliary Chairman Bob Hale & Secretary Vickie Tenney and Sierra County Sheriff Tim Standley. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

**2. APPROVAL OF THE AGENDA:** A motion was made by Chris Mills to approve the agenda, 2<sup>nd</sup> by Gracie Knowles. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried. (Bruce had not arrived yet)**

**3. PUBLIC COMMENT:** None

### **4. INFORMATION/DISCUSSION ITEMS**

a) *Correspondence:* **Incoming** Request for updated roster and reminder about statement of information filings from Sierra County Clerk-Recorders office, reminder about government compensation report from California State Controller's office, Special District's Financial report with cover page from Boden, Klein and Sneesby, notice from Golden State Risk Management Authority that training grant request was approved (see outgoing mail) **Outgoing** Signed Special District's Financial report to the State Controller, Loss Prevention Subsidy Fund training grant application for \$900 to Golden State Risk Management Authority, Statement of facts adding Chris Mills as a director to the Secretary of State, Chris Mills form 700 and updated roster to Sierra County Clerk recorder, reminder about compensation report from State Controller forwarded to Blain Boden (auditor) along with the data needed to fill it out, congratulation card to Shaun Felton-Price for completing Advanced EMT Class in Downieville, congratulation card to Leslie Baker III for completing the same class.

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

1. *Alleghany Assistant Chiefs Arbogast and Cusato* reported that the battery for the repeater at Station 1 had to be replaced and it is working fine now. All of the Automatic External Defibrillators (AEDs) for both depts. were serviced by the manufacturer to correct a flaw in the design and they are back in service. Thanks to Tom Starr for meeting with the technician at the Pike City firehouse to get this done. The crew started doing the equipment inventory. There were two medical calls since the last meeting, Alleghany got cancelled on one and the other one was a non-transport, they are still doing ropes training.

2. *Pike City Assistant Chiefs Buckbee & Starr* reported that they started making the purchases for the CDF 50/50 grant, so far they have ordered the rope rescue gear and the turnouts. They will be hosting a vehicle extrication training using two vehicles on March 11<sup>th</sup>, Camptonville is hosting an Operators 1A class in March and three people from Pike and 1 from Alleghany want to attend. The district's insurance company approved a grant to pay the \$900 cost to cover all four attendees. They had two fire calls in N. San Juan (besides the two medicals mentioned above) one was a structure fire and one was a vegetation fire. They got cancelled on both before arriving on scene.

3. *Station 71 Auxiliary* Chairman Bob Hale reported that they are currently doing a membership drive. They are working with David Arbogast to make sure that all residents are signed up for the County's Code Red emergency notification system. Their last meeting was cancelled due to the lack of a quorum.

4. *Station 67 Auxiliary* President Roland Robertson reported that they are working on their March newsletter as well as looking at fundraising for the lift. More on that under "unfinished business".

5. *Risk Manager Report:* Daniel Guyer reported that the annual application for the old Loss Prevention Incentive Program (now called Risk Management Assessment Program or RAMP) is due on March 5<sup>th</sup> so he will be getting that in.

6. *Board Member/Staff reports:* None

7. *Standing Committee Reports: Streetlights:* Bruce Coons reported that Rae Bell has been in contact with PG&E since the last meeting to follow-up on both the placement of the shields and upgrading the lights that were missed. She found out that this is not a high priority for PG&E because they are still dealing with the aftermath of the devastating fires in both the Bay Area and S. Calif.

## **5. ACTION ITEMS**

a) *Approval of regular meeting minutes* dated January 17, 2018. Motion to approve the minutes with one addition made by Bruce Coons 2<sup>nd</sup> Chris Mills. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

b) *Approval of treasurer's report* for the month of January 2018: motion made by Gracie Knowles 2<sup>nd</sup> by Bruce Coons. **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

c) *Unfinished Business*

1. *Wayman Dam project* – No new information, it was decided by consensus to remove this from the agenda for now.

2. *Ongoing Policy & Procedure review/update:* Nothing new was presented.

3. *Regarding the Alleghany Firehouse project:* Vickey Tenney raised some concerns that she has about the project in relation to the wheelchair access. It was explained to her that the entire project is on grade and will not interfere with wheelchair access into the building. It will make access much safer for pedestrians when it is icy or snowy while addressing the drainage problem.

Vickie also stated a concern that the district is not considering ADA access to the bathroom. It was explained that ADA access for the bathroom has been looked at and that Mark Jokerst is familiar with the requirements. However, ADA access to the bathroom is not the current priority.

Vickey also stated concern about where the septic tank is located in relation to the proposed walkway. It was noted that this is a good point and it was explained that the plot plan that is being prepared as part of the engineering work will include the location of the septic tank. An inquiry had already been placed with the Health Department to see if they have a map of its location.

4. *Regarding the Pike Firehouse projects:* Roland Robertson reported that the contractor who is building the staircase came and got measurements about three weeks ago. The contractor also consulted with Mark Jokerst on a few things. Once they get started it shouldn't take more than a week to complete and they will hopefully start in two or three weeks.

They have the new door and light on site to install after the staircase is put in.

Regarding the lift project the PCVFD Auxilliary is trying to drum up financial support for the project by sending letters to several larger businesses in the area as well as Yuba County Water Agency and checking with USDA rural development again. If they can't raise enough money they may have to come up with a different plan or drop it.

5. *Dispatch Office in Alleghany*: Vickie Tenney reported that the project is on hold until it is determined if the OES Homeland Security grant will pay for it and the equipment is purchased.

**d) New Business**

1. *Tree removal vs. limbing at Station 1 in Alleghany*: Rae Bell reported that on January 21<sup>st</sup> Tom Roth came to Alleghany to look at the large trees on the North side of the building as discussed at the January meeting. There are two large cedar trees and one large oak tree near the building. The estimate to limb all three trees was \$500. Rae additionally requested an estimate to remove the two large cedars and limb the oak. The estimate for that was \$1,500. This price includes cleaning-up all of the slash by either chipping it or hauling it away. The logs would be left. After some discussion a motion to hire Tom Roth to remove the two cedar trees and limb the oak tree was made by Bruce Coons 2<sup>nd</sup> by Chris Mills **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

On this same topic Vickie Tenney wanted it brought to the board's attention that she was under the impression after the last meeting that all of the cutting was going to be done by the tree professional but she saw one of the AVFD firefighters using a chain saw to cut the smaller trees between the buildings and he was by himself. She was concerned about his safety. It was explained that the professional was only going to be hired to take care of the larger trees and that this was reflected in the January minutes. The safety concern was duly noted.

Concerning the smaller trees, Rae Bell reported that since the last meeting she did meet with the owner of the cabin next to the firehouse and he was OK with having them all removed. Two of the cherry trees had not been cut yet; one about 7 inches in diameter and the other about 9 inches in diameter. It was decided by consensus that the two remaining trees should be left for now until the plot plan for the walkway project is completed because it will show all of the property lines. It was also agreed by consensus that written permission from the adjoining property owner will be obtained before the cherry trees are cut (if they are not on district owned land).

2. *Budget Amendment*: An amendment to the budget to accommodate the cost of the tree removal at Station 1 in Alleghany as-well-as a projected shortfall due to an error on the original budget was included in the meeting packets and is attached to these minutes. The amendment requires an additional \$700 from the contingency fund compared to the first adopted budget. A motion to accept the budget amendment as presented was made by Gracie Knowles, 2<sup>nd</sup> by Chris Mills **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant, Motion carried.**

**NEXT MEETING AGENDA ITEMS** The next regular meeting is scheduled for March 21, 2018 at the Pike City Firehouse 6:30 pm. A safety committee meeting is scheduled for the same day and place at 6:00 pm

**ANNOUNCEMENTS** None

**ADJOURNMENT:** There being no further business before the board the meeting was adjourned at 7:20 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

Treasurers Report cut off date: February 28, 2018

			<b>Beginning Checking Account Balance</b>	\$	<b>4,967.88</b>
			<b>Incoming</b>		
			<b>Outgoing</b>	\$	<b>1,588.91</b>
			<b>Ending Checking Account Balance</b>	\$	<b>3,378.97</b>
			<b>Starting Savings account balance</b>	\$	<b>19,792.62</b>
			<b>Incoming</b>		
			<b>Outgoing</b>		
			<b>Ending Savings Account Balance</b>	\$	<b>19,792.62</b>
<b>Reserve Balances</b>			<b>General Fund (accounts listed above) Total</b>	\$	<b>23,171.59</b>
Unallocated	Contingency	\$ 24,500.00	<b>Reserve account Starting Balance</b>		
Unallocated	Alleghany Fire	\$ 2,700.00			
Unallocated	Pike City Fire	\$ 5,100.00	\$	<b>47,594.07</b>	
Allocated	Streellights	\$ 1,609.40	<b>Incoming</b>		
Allocated	Pike City Firehouse	\$ 2,308.14	<b>Outgoing</b>		
Allocated	Pike City Engines	\$ 3,107.91	<b>Reserve account Ending Balance</b>	\$	<b>47,594.07</b>
Allocated	Alleghany Firehouses	\$ 822.37	<b>Total ALL FUNDS</b>		
Allocated	Alleghany Engines	\$ 7,446.25			
	Interest Earned		\$	<b>70,765.66</b>	
	<b>Total</b>	<b>\$ 47,594.07</b>			

Transaction Details are provided on Bank Reconciliation Detail and Journal Reports. (Savings and Fund accounts reconciled quarterly.)

# Pliocene Ridge Community Services District Journal February 2018

8:20 PM  
03/14/18

Type	Date	Num	Name	Memo	Account	Debit	Credit
Bill	02/01/2018	1097	Credit Card WA Bank	STAPLES receipt for Phone for Station 67	2000.1 · Accounts Payable	43.19	43.19
			Credit Card WA Bank	Staples receipt for phone	8300 · Small Equipment Pike City	43.19	43.19
Bill	02/12/2018	145689	Credit Card WA Bank	Mountain Recreation	2000.1 · Accounts Payable	35.59	35.59
			Credit Card WA Bank	Kong anchor for ropes gear	7300 · Small Equipment Alleghany	35.59	35.59
Bill Pmt -Check	02/14/2018	2467	AT&T	6172.2 or 3	1000.1 · West America Checking	37.49	37.49
			AT&T	6172.2 or 3	2000.1 · Accounts Payable	37.49	37.49
Bill Pmt -Check	02/14/2018	2468	Bound Tree Medical	210250	1000.1 · West America Checking	82.72	82.72
			Bound Tree Medical	210250	2000.1 · Accounts Payable	82.72	82.72
Bill Pmt -Check	02/14/2018	2469	Riebes Auto	2303	1000.1 · West America Checking	109.86	109.86
			Riebes Auto	2303	2000.1 · Accounts Payable	109.86	109.86
Bill Pmt -Check	02/14/2018	2470	Suburban		1000.1 · West America Checking	125.54	125.54
			Suburban		2000.1 · Accounts Payable	125.54	125.54
Bill	02/21/2018	ebay	Credit Card WA Bank	scene lights for 6780	2000.1 · Accounts Payable	35.72	35.72
			Credit Card WA Bank		8300 · Small Equipment Pike City	35.72	35.72
Bill Pmt -Check	02/27/2018	eft	Credit Card WA Bank		1000.1 · West America Checking	265.51	265.51
			Credit Card WA Bank		2000.1 · Accounts Payable	265.51	265.51
Bill	02/28/2018	021318	PG&E		2000.1 · Accounts Payable	103.73	103.73
			PG&E		6170.2 · PG&E Alleghany	107.21	107.21
			PG&E		6170.3 · PG&E Pike City	315.12	315.12
			PG&E		9170.4 · PG&E Streetlights Alleghany	21.66	21.66
			PG&E		9171.4 · PG&E Streetlights Forest City	547.72	547.72
Bill Pmt -Check	02/28/2018	eft	PG&E		1000.1 · West America Checking	547.72	547.72
			PG&E		2000.1 · Accounts Payable	547.72	547.72
Bill	02/28/2018	84414	House of Print	inventory ID labels 1,000 were only \$18 more than 500	2000.1 · Accounts Payable	100.58	100.58
			House of Print		6250.1 · Postage, copies & office supply	100.58	100.58

**Pliocene Ridge Community Services District  
Journal  
February 2018**

8:20 PM  
03/14/18

Bill	02/28/2018	021718	Real Graphic			2000.1 · Accounts Payable	100.58	100.58
			Real Graphic	four 18 inch square reflective aluminum signs \$40.50 each		6275.1 · Public Relations	105.00	281.88
			Real Graphic	decals for vehicles and volunteers		7660 · Supplies Allegheny	88.44	
			Real Graphic	decals for vehicles and volunteers		8660 · Supplies Pike City	88.44	
Bill	02/20/2018	10963889	AT&T			2000.1 · Accounts Payable	281.88	281.88
			AT&T			6172.2 · Telephone Allegheny	18.80	37.61
			AT&T			6172.3 · Telephone Pike	18.81	
Bill Pmt -Check	02/28/2018	2471	AT&T			1000.1 · West America Checking	37.61	37.61
			AT&T	6172.2 or 3		2000.1 · Accounts Payable	37.61	37.61
Bill Pmt -Check	02/28/2018	2472	House of Print			1000.1 · West America Checking	100.58	100.58
			House of Print			2000.1 · Accounts Payable	100.58	100.58
Bill Pmt -Check	02/28/2018	2473	Real Graphic			1000.1 · West America Checking	281.88	281.88
			Real Graphic			2000.1 · Accounts Payable	281.88	281.88
<b>TOTAL</b>							<b>2,671.20</b>	<b>2,671.20</b>

## Pliocene Ridge Community Services District

## Profit &amp; Loss Budget vs. Actual

July 1, 2017 through March 14, 2018

This interim financial report is for managerial purposes only. It may not include certain routine accruals and adjustments.

	Jul 1, '17 ...	Budget	\$ Over B...	% of Bud...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4020.1 · Tax Revenue Fire	13,727.42	25,000.00	-11,272.58	54.9%
4030.1 · Donations Income				
4030.2 · Donations Alleghany	473.97	549.00	-75.03	86.3%
4030.3 · Donations Pike City	0.00	3,246.00	-3,246.00	0.0%
4030.1 · Donations Income - Other	90.00	0.00	90.00	100.0%
<b>Total 4030.1 · Donations Income</b>	<b>563.97</b>	<b>3,795.00</b>	<b>-3,231.03</b>	<b>14.9%</b>
4040.1 · Grant Income				
4040.2 · Grants Alleghany	0.00	549.00	-549.00	0.0%
4040.3 · Grants Pike City	0.00	3,246.00	-3,246.00	0.0%
<b>Total 4040.1 · Grant Income</b>	<b>0.00</b>	<b>3,795.00</b>	<b>-3,795.00</b>	<b>0.0%</b>
4070 · EMS - Income	0.00	2,250.00	-2,250.00	0.0%
4071 · Mutual Aide Income				
4071.3 · Mutual Aid Income- Pike City	1,800.00	0.00	1,800.00	100.0%
4071 · Mutual Aide Income - Other	450.00	0.00	450.00	100.0%
<b>Total 4071 · Mutual Aide Income</b>	<b>2,250.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>100.0%</b>
4080 · Interest Income	9.67	0.00	9.67	100.0%
<b>Total Income</b>	<b>16,551.06</b>	<b>34,840.00</b>	<b>-18,288.94</b>	<b>47.5%</b>
<b>Gross Profit</b>	<b>16,551.06</b>	<b>34,840.00</b>	<b>-18,288.94</b>	<b>47.5%</b>
<b>Expense</b>				
6000 · FIRE SERVICES OVERHEAD				
6170.1 · PG&E				
6170.2 · PG&E Alleghany	544.14	856.00	-311.86	63.6%
6170.3 · PG&E Pike City	566.05	1,500.00	-933.95	37.7%
<b>Total 6170.1 · PG&amp;E</b>	<b>1,110.19</b>	<b>2,356.00</b>	<b>-1,245.81</b>	<b>47.1%</b>
6172.1 · Telephone				
6172.2 · Telephone Alleghany	149.15	216.00	-66.85	69.1%
6172.3 · Telephone Pike	149.15	216.00	-66.85	69.1%
<b>Total 6172.1 · Telephone</b>	<b>298.30</b>	<b>432.00</b>	<b>-133.70</b>	<b>69.1%</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	125.54	0.00	125.54	100.0%
6176.1 · Propane - Other	0.00	375.00	-375.00	0.0%
<b>Total 6176.1 · Propane</b>	<b>125.54</b>	<b>375.00</b>	<b>-249.46</b>	<b>33.5%</b>
6180.1 · Insurance				
6185.1 · Liability Insurance	1,007.00	0.00	1,007.00	100.0%
6190.1 · Vehicle Insurance	438.00	0.00	438.00	100.0%
6193.1 · Property Insurance	1,037.00	0.00	1,037.00	100.0%
6195.1 · Work Comp	1,830.00	0.00	1,830.00	100.0%
6180.1 · Insurance - Other	32.00	4,219.00	-4,187.00	0.8%
<b>Total 6180.1 · Insurance</b>	<b>4,344.00</b>	<b>4,219.00</b>	<b>125.00</b>	<b>103.0%</b>
6230.1 · Fees/Compliance/Training	219.50	150.00	69.50	146.3%
6250.1 · Postage, copies & office supply	234.96	250.00	-15.04	94.0%
6265.1 · County Administration Fee	2,804.97	2,400.00	404.97	116.9%
6270.1 · Secretary/Treasurer	1,200.00	2,400.00	-1,200.00	50.0%
6273.1 · Auditor Fees	2,500.00	2,500.00	0.00	100.0%
6275.1 · Public Relations	405.00	430.00	-25.00	94.2%



Pliocene Ridge Community Services District  
Profit & Loss Budget vs. Actual  
July 1, 2017 through March 14, 2018

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	Jul 1, '17 ...	Budget	\$ Over B...	% of Bud...
6280.1 · Property Assessments				
6280.2 · Solid Waste Fee Alleghany	116.90	117.00	-0.10	99.9%
6280.3 · Solid Waste Fee Pike City	140.28	141.00	-0.72	99.5%
<b>Total 6280.1 · Property Assessments</b>	<b>257.18</b>	<b>258.00</b>	<b>-0.82</b>	<b>99.7%</b>
6295.1 · Building Repairs & Maint.				
6295.2 · Building Rep & Maint Alleghany	0.00	2,000.00	-2,000.00	0.0%
6295.3 · Buildings Rep. & Maint. Pike Ci	7,277.32	7,000.00	277.32	104.0%
<b>Total 6295.1 · Building Repairs &amp; Maint.</b>	<b>7,277.32</b>	<b>9,000.00</b>	<b>-1,722.68</b>	<b>80.9%</b>
6296.1 · Payroll Expense- Mutual Aide	-45.71	0.00	-45.71	100.0%
<b>Total 6000 · FIRE SERVICES OVERHEAD</b>	<b>21,211.25</b>	<b>25,250.00</b>	<b>-4,038.75</b>	<b>84.0%</b>
7000 · ALLEGHANY FIRE OPERATIONAL				
7230 · Compliance Alleghany	198.50	600.00	-401.50	33.1%
7300 · Small Equipment Alleghany	1,263.13	1,698.00	-434.87	74.4%
7301 · Equip. repair/maint. Alleghany	504.50	800.00	-295.50	63.1%
7350 · Fuel Alleghany	127.39	750.00	-622.61	17.0%
7630 · Vehicle Rep. & Maint. Alleghany				
7632 · 7100 Repair & Maint.	128.52	0.00	128.52	100.0%
7630 · Vehicle Rep. & Maint. Alleghany - Other	12.95	1,000.00	-987.05	1.3%
<b>Total 7630 · Vehicle Rep. &amp; Maint. Alleghany</b>	<b>141.47</b>	<b>1,000.00</b>	<b>-858.53</b>	<b>14.1%</b>
7660 · Supplies Alleghany	124.88	250.00	-125.12	50.0%
7000 · ALLEGHANY FIRE OPERATIONAL - Other	54.01	0.00	54.01	100.0%
<b>Total 7000 · ALLEGHANY FIRE OPERATIONAL</b>	<b>2,413.88</b>	<b>5,098.00</b>	<b>-2,684.12</b>	<b>47.3%</b>
8000 · PIKE CITY FIRE OPERATIONAL				
8230 · Compliance Pike City	275.35	600.00	-324.65	45.9%
8300 · Small Equipment Pike City	102.75	7,492.00	-7,389.25	1.4%
8301 · Equip. repair/maint. Pike City	0.00	800.00	-800.00	0.0%
8350 · Fuel Pike City	367.76	750.00	-382.24	49.0%
8630 · Vehicle Rep. & Maint. Pike City				
8639 · 6790 Repairs & Maint.	95.39	0.00	95.39	100.0%
8640 · 6740 Repairs and Maint	155.53	0.00	155.53	100.0%
8630 · Vehicle Rep. & Maint. Pike City - Other	11.99	1,000.00	-988.01	1.2%
<b>Total 8630 · Vehicle Rep. &amp; Maint. Pike City</b>	<b>262.91</b>	<b>1,000.00</b>	<b>-737.09</b>	<b>26.3%</b>
8660 · Supplies Pike City	88.44	250.00	-161.56	35.4%
<b>Total 8000 · PIKE CITY FIRE OPERATIONAL</b>	<b>1,097.21</b>	<b>10,892.00</b>	<b>-9,794.79</b>	<b>10.1%</b>
<b>Total Expense</b>	<b>24,722.34</b>	<b>41,240.00</b>	<b>-16,517.66</b>	<b>59.9%</b>
<b>Net Ordinary Income</b>	<b>-8,171.28</b>	<b>-6,400.00</b>	<b>-1,771.28</b>	<b>127.7%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9020.4 · Tax Revenue Street Lights	2,802.11	5,287.00	-2,484.89	53.0%
<b>Total Other Income</b>	<b>2,802.11</b>	<b>5,287.00</b>	<b>-2,484.89</b>	<b>53.0%</b>
<b>Other Expense</b>				
9170.4 · PG&E Streetlights Alleghany	1,221.50	4,400.00	-3,178.50	27.8%
9171.4 · PG&E Streetlights Forest City	127.16	276.00	-148.84	46.1%
9180.4 · County Management Fee SL	475.83	460.00	15.83	103.4%
<b>Total Other Expense</b>	<b>1,824.49</b>	<b>5,136.00</b>	<b>-3,311.51</b>	<b>35.5%</b>
<b>Net Other Income</b>	<b>977.62</b>	<b>151.00</b>	<b>826.62</b>	<b>647.4%</b>
<b>Net Income</b>	<b>-7,193.66</b>	<b>-6,249.00</b>	<b>-944.66</b>	<b>115.1%</b>



## Pliocene Ridge Community Services District

100 Pike City Road  
Pike City, CA 95960

plioceneridge.org

plioceneridge@gmail.com

### MEMO

Date: 3/12/18

To: Board of Directors – all interested parties

From: Rae Bell, Secretary

RE: Policy Mark-up

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I am working my way through the Policies and Procedures from start to finish and providing recommended changes to be considered by the Board at the regular meetings.

This was partly triggered by the fact that our insurance company is asking for a personnel policy handbook (which we don't have as a "stand-alone" document). They also are asking for copies of various policies that they consider important at various times of the year, mostly for the Risk Management Assessment Program (for "points" towards a refund on our policy premium).

The goal is to re-organize what we have into a more user-friendly format, including a personnel policy handbook. (We might give it a different name incorporating the word "Volunteer")

My approach is to clean up the policies before re-organizing them. This is why I started with the Bylaws last November.

Attached is the next section that is ready for the board to consider.

**Yellow** = Suggested new text    ~~Crossed-out~~ = suggested deletions    **Blue** = My comments

VISION STATEMENT

The District is a partnership of people dedicated to enhancing the quality of life in Pliocene Ridge through leadership in the progressive development of community services. The District shall respect its heritage and natural resources while it strives to protect lives, property, and the environment. from natural and man-made disasters.

MISSION STATEMENT

~~Its mission,~~ to provide the level of services supported by the community in the areas of fire protection, emergency medical, search and rescue, parks and recreation, and street lighting, shall also provide opportunities to develop a community identity that recognizes the shared mutual pride of home, family, and government. ~~I really don't like this section but others do and the rest seems more important right now. I think both statements could be more concise.~~

Pliocene Ridge Community Services District ORGANIZATION Policy 1050

~~This was where the non-discrimination and affirmative action stuff was that was repealed when Maris was still Secretary. Including AR 1050 I took it out.~~

Pliocene Ridge Community Services District ORGANIZATION Policy 1100

~~APPEARING BEFORE THE BOARD OF DIRECTORS. We don't really need this in my opinion. The agenda has a place for public comment and explains what it is. It is up the Chair to maintain an orderly meeting. The paragraphs about boisterous conduct & complaints could be incorporated into the meeting section of bylaws if we want to keep them.~~

~~The Board recognizes the need to establish a procedure for individuals and organizations to have the opportunity to present statements and/or information to the Board.~~

~~"PUBLIC COMMENT" section of the Agenda shall be designated for any comment/statement that is not agendized. There shall be no response by the Board to any information presented in this format. A maximum of five (5) minutes shall be allowed for each subject.~~

~~To agendize an item for Board discussion and/or action, the item must be submitted in writing to the Secretary ten (10) days in advance of the scheduled meeting date.~~

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

~~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, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All complaint shall be directed to the Board in writing~~

NEPOTISM

It is the policy of Pliocene Ridge Community Services District to seek the best possible candidates through appropriate search procedures. There shall be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

No Board member, department head or employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, or brother.

When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

TELECOMMUNICATIONS

*Do we need this section?*

The purpose of this policy is to establish procedures for Board Member receipt of and response to emails from the public.

Use of email over PRCSD Network

*N/A*

~~Email through the PRCSD's computer network is a business communications tool and all Board Members are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature, email seems to be less formal than other written communication, it is governed by the same laws that apply to written business communications. Therefore, it is important that Board members are aware of the legal risks of email and that the user and the PRCSD can be held liable if:~~

- ~~1. — you send or forward email with any libelous, defamatory, offensive, racist, sexually explicit, profane, harassing, obscene or otherwise unlawful content;~~
- ~~2. — you unlawfully forward confidential information;~~
- ~~3. — you unlawfully forward or copy messages without permission of the sender;~~
- ~~4. — you knowingly send an attachment that contains a virus.~~

Board Member Protocol

Board members recognize the need to take adequate time to examine and evaluate every request made by the public through email. All requests for consideration of an issue shall be forwarded to the Secretary to agendize for the Board.

Writing emails

The District considers email an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Board members should take the same care in drafting an email as they would for any other communication.

Micro Management!

*Communications meeting the demands the Brown Act shall NOT be sent email. They shall be sent via U. S Postal Service.*

Confidential Information

Confidential information should never be sent via email.

Pliocene Ridge Community Services District      ORGANIZATION      Policy 1250  
Page 1 of 1

**ORGANIZATION AND ASSOCIATION MEMBERSHIP**

The PRCSD has membership in the following organizations:

1. Sierra County Firesafe Watershed Council.
2. California Special District's Association
3. Golden State Risk Management Authority

Pliocene Ridge Community Services District      ORGANIZATION      Policy 1300  
Page 1 of 1

**FLOW CHART/ORGANIZATIONAL CHART**

This page intentionally left blank. This is something that we should have. It should include both volunteer auxiliaries so that we all have a clear picture of who is responsible for what and how it is all related. Working out Memorandums of Understanding (MOUS) between the district and auxiliaries might help. Nothing is set in stone (even after it is adopted) and it most likely would change over time.

POSITIONS/DUTIES

- This whole section would be part of the Personnel Handbook.

Fire Chiefs Station 71 Alleghany

The Fire Chiefs shall serve as General Managers for their respective departments. Detailed job descriptions are included in the personnel policy manual. (Pike City or Alleghany) Shall:

1. be responsible for the maintenance of all vehicles assigned to Station 71;
2. be responsible for the maintenance of all aspects of their department's property of Station 71;
3. be responsible for the training of all employees/volunteers assigned to Station 71;
4. act as the Coordinator for Station 71 all department personnel;
5. adhere to all policies and procedures adopted by the Board;
6. be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting.
7. Maintain inventory control in conjunction with Treasurer and Risk Manager. #1 through 7 to go into job descriptions in personnel policy handbook.

Fire Chief Station 67 Pike City

Shall:

1. be responsible for the maintenance of all vehicles assigned to Station 67;
2. be responsible for the maintenance of all aspects of property of Station 67;
3. be responsible for the training of all employees/volunteers assigned to Station 67;
4. act as the Coordinator for Station 67 personnel;
5. adhere to all policies and procedures adopted by the Board;
6. be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting.
7. Maintain inventory control in conjunction with Treasurer and Risk Manager.

Risk Manager:

Refer to Policy 2000 outlining Risk Management duties and responsibilities.

Safety Officer

Refer to Policy 2000 outlining Safety Officer duties and responsibilities.

Streetlight Manager:

Refer to Policy 6000 outlining Streetlight Manager duties and responsibilities.

Project Manager:

Duties to be assigned at the time of appointment.

**ORGANIZATION** This belongs in the Personnel Policy Handbook which we may want to name "VOLUNTEER HANDBOOK" when we get that far.

### MASS MEDIA/SEXUAL HARASSMENT

The Board recognizes the District's responsibility under state and federal law **It is the Policy of PRCSD** to provide employees with a work place which is free of sexual harassment and all forms of mass media material which is sexually explicit, derogatory, and/or offensive. The Administrative Regulations provide guidelines for the type of mass media which can be shown/brought on District property in conformance with state and federal anti-sexual harassment laws.

Pliocene Ridge Community Services District **ORGANIZATION** A.R. 1400

### MASS MEDIA/SEXUAL HARASSMENT **PROCEDURES**

1. All employees (**volunteers**) of the Pliocene Ridge **CSD** Community Services District are prohibited from showing and/or bringing on District property, any form of mass media which contains sexually explicit, derogatory and/or offensive scenes, photographs, pictures, language, or writings.
2. Mass media shall include, but not be limited to the following:
  - a. Network television
  - b. Cable television, i.e., movies/programs rated "X," "NC-17" and some movies rated "R" and "PG-13"
  - c. Videotapes, i.e., videotapes rated "X," "NC-17" and some videotapes rated "R" and "PG-13"
  - d. Pictures, including slide pictures
  - e. Films, i.e., films rated "X," "NC-17" and some films rated "R" and "PG-13"
  - f. Radio
  - g. Short-wave
  - h. Books, i.e., all pornographic materials
  - i. Magazines, i.e., all pornographic materials
3. While material which is sexually explicit, derogatory, and/or offensive will not be shown on District property, material which is graphic and/or violent (i.e., operating room or war scenes) may still be shown on District property. It is the responsibility of each employee to advise his/her family member(s) who come on District property for short visits, that material may be shown which is rated "PG-13" or "R." It is up to the individual employee to limit the family member's presence on District property if such material is found unsuitable or offensive.
4. If an employee is in doubt about whether material might be offensive, he/she is to obtain clearance and permission from their supervisor.
5. Failure to abide by this policy may result in disciplinary action up to and including termination.

### RULES OF REASONABLE CONDUCT

The purpose of this policy is to establish General Rules of Reasonable Conduct for all District staff, while on duty or acting in any capacity for the District.

These rules are not designed nor intended to limit any staff member in the exercise or judgement or initiative in taking the action a reasonable person would take in extraordinary situations.

It is the responsibility of all staff members of the Pliocene Ridge Community Services District to conduct themselves in a professional manner and in accordance with the following General Rules of Personal Conduct.

Conduct deemed not suitable to ~~your~~ the Department Head can be cause for disciplinary action; furthermore if any employee (volunteer) is injured while engaged in unsuitable activity ~~not suitable to your Supervisor~~, or contrary to this policy, that member may be denied Workers' Compensation benefits.

All staff shall:

- be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens.
- be courteous and respectful when dealing with, or in the eye of, the public and shall commit no act tending to bring reproach or discredit upon the Pliocene Ridge CSD. Community Services District.
- not indulge or engage in boisterous conduct, horseplay or similar activities not occasioned by the requirements of their duty and which may result in injury or illness to anyone.
- not engage in any coarse, profane or insulting language nor use any threatening or uncomplimentary terms of speech to defame or demean any individual or group.
- be courteous and respectful of their co-worker.
- comply with safety practices of the District.
- promptly notify their immediate supervisor of any injury sustained while on duty.
- obey any lawful and reasonable order or directive issued by a superior officer, supervisor or those assigned to act in that position.
- exercise caution to avoid unnecessary damage or loss of District property and be responsible for the safe keeping and proper care of all District property.
- demonstrate proper obedience, respect and courtesy to officers, acting officers or supervisors.
- operate with/through their immediate supervisor when conducting District business, unless otherwise ordered.