



Pliocene Ridge Community Services District

Serving the communities of Alleghany, Forest City, and Pike City
100 Pike City Road, Pike City, CA 95960

Regular Meeting Wednesday, April 16, 2014, 6:30PM, Station 71 Alleghany AGENDA

I ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

At a regular meeting, the board may take action upon an item of business not appearing on the posted agenda if, *first*, the board publicly identifies the item, and, *second*, one or more of the following occurs:

- A. The board by a majority vote of the full board decides that an emergency as defined I government code section 54956.5 exists; or,
- B. Upon a decision by a two-thirds vote of the board or, if less than two thirds, of the board members present, a unanimous vote of those present, the board decides that there is a need to take immediate action and that the need for action came to the attention of the District after the agenda was posted; or
- C. The item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

Members of the public shall be afforded an opportunity to address the Board on any Agenda items except closed session items. Reasonable time limits may be established. Government Code Section 11125.7. If you have any questions or require reasonable accommodations due to a disability, please contact the Board Secretary at 530-288-3326.

II APPROVAL OF AGENDA

III PUBLIC COMMENT

IV INFORMATION/DISCUSSION ITEMS

- A. Correspondence: GSRMA 2014/15 rate; LPIP/LEEP filed; recd updated Cert. of Coverage, GSRMA;
- B. Committee/Member/Business Reports:
 1. Station 71 Fire Chief Hale
 2. Station 67 Fire Chief
 3. Station 71 Auxiliary
 4. Station 67 Auxiliary
 5. Risk Manager: Dan Guyer
 6. Board Member Reports

V ACTION ITEMS

- A. Approval of Minutes of March 19, 2014 Regular Meeting
- B. Approval of Treasurer's Report dated March 31, 2014
Debit Card:
Schedule Budget Comm. Mtg.:
- C. Unfinished Business:
 1. Crown Engine Sale BID AWARD: Jim Buckbee
 2. Inventory: Fire Chiefs/Rae
 3. Board Training: Rae, Maris
 4. Loss Prevention Incentive Plan (LPIP) report due to GSRMA April 7, 2014: Dan Guyer
 5. Status of sale of
- D. New Business
 1. NORCAL Form #101C, Non Transport Qtrly Overview Report: Rae
 2. Emergency Expenditure Station 71: Tires and brakes
 3. Policy re billing for runs: Rae
 4. Qtrly Risk Management/Safety Committee Meeting
 5. Data backup to Secretary
 6. Letter of Support SB 1367: Jim Buckbee
 7. Training:

VI NEXT MEETING AGENDA: Review/Update By Laws

VII ANNOUNCEMENTS The next regular meeting of the PRCSD Board of Directors is scheduled for May 21, 2014, Station 67 Pike City.

VIII ADJOURNMENT



Pliocene Ridge Community Services District

Serving the communities of Alleghany, Forest City, and Pike City
100 Pike City Road, Pike City, CA 95960

Regular Meeting

Wednesday, April 16, 2014, 6:30PM, Station 71 Alleghany

MINUTES

A quorum was established and the meeting called to order at 6:34PM by Pres. Wayne Babros. Board members present: M. Womack, W. Babros, B. Coons, D. Guyer; absent: T. Buckbee. Also present: Chief Hale, Co Chief Tom Starr, Treasurer R. Arbogast; absent Chief Buckbee. Supervisor Lee Adams was not present. Flag salute.

APPROVAL OF AGENDA Moved by D. Guyer, seconded by B. Coons to approve as submitted. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

PUBLIC COMMENT: None.

INFORMATION/DISCUSSION ITEMS

Correspondence: GSRMA 2014/15 insurance rate; LPIP/LEEP filed; received updated Cert. of Insurance Coverage.

Committee/Member/Business Reports:

Station 71 Chief Hale reported 7100 in the shop. 7140(chief's rig) still needs radios and bars removed before selling. 7145, 7150, ok. 7180 in Grass Valley for brake work. SCB bottles still need filling—NSJ cancelled scheduled vendor. RE the station house work to be done: the Bay doors need work—ongoing, the siding needs completion, side door entryway needs work. Bob closed his report by stating his intention to retire the ~~first of July~~ ^{before May 31st}. Rae will write his letter of resignation for the June meeting effective in July. Bob will assist in station duties but he cannot continue as chief or assistant or fire personnel.

Station 67. Co-chief Starr reported all vehicles ok. Heat exhaustion training completed.

Auxiliary 71: Bob will continue as Auxiliary President and plans are still a go for Father's Day weekend fundraiser (June 14/15).

Auxiliary 67: PCVFD has cemetery cleanup scheduled for May 3 (a rain date of 5/10 and potluck for the workers.

Risk Manager: Dan and Maris met with Mark Marshall of GSRMA re LPIP. The draft under unfinished business is the formalizing of the March meeting authorization. Held RM/Safety Committee meeting today, reported under New Business.

Board Member Reports: **Streetlights** ok. Rae reported that the **FCC filing** is complete for both depts. and should be good for 20 years. Deadline for bids for 7140 is May 21st.

ACTION ITEMS

Approval of Minutes: Moved by B. Coons, seconded by D. Guyer to approve the minutes of Regular Meeting of ~~February 19, 2014~~ as submitted. **Motion passed:** ^{Mar. 19, 2014} ~~corrected~~ **4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

Approval of Treasurer's Report: Moved by M. Womack, seconded by B. Coons to approve the Treasurer's Report of March 31, 2014. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

Debit Card: Working.

Budget Committee Meeting June 18, 2014, 5:30pm, 16 to One Mine Office.

Need to add Batteries Plus, Yuba City to our approved list of vendors. No objections.

UNFINISHED BUSINESS

Status of Crown Truck Sale: Jim is absent and no bids have been received by the Secretary. Moved by D. Guyer, seconded by B. Coons to extend the deadline 6 months to Oct. 15, 2014. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

Inventory: Completed and copies received by secretary and Risk Manager.

Board Training: Maris noted that GSRMA will be putting on a regional training in late fall to cover Fire District Governance for board members and to include Fire Chief Roles and Responsibilities in a possible second day of training.

Loss Prevention Incentive Plan (LPIP) The formalize plan adopted at the March 19, 2014 meeting was reviewed (copy attached) . Moved by D. Guyer, seconded by B. Coons to adopt. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.**

Status of sale of 7140: An ad is in the Mt. Messenger for 2 weeks. Have received one offer of \$500, one interest from Graeagle. Deadline for written bids is the May 21, 2014 meeting.

NEW BUSINESS

NORCAL Form #101C, Qtrly Review: Rae

Emergency Expenditure Station 71: Rae does not have final figures for budget adjustment. Put on May agenda.

Policy for billing non resident runs: Rae

Qtrly Risk Management/Safety Committee: Dan reported that new safety vests had been received and distributed to all vehicles/ personnel. We are in the process of purchasing triangular warning signs instead of flares for all vehicles. Each station house needs to do safety assessment and report at next committee meeting. Next year we will develop a "Code of Safe Practices"

Data Backup to Secretary: We have not received any backup from chiefs.

Letter of Support SB1367: Jim forwarded information to Maris. Moved by D. Guyer, seconded by B. Coons to send a letter in support of SB 1367. **Motion passed:**

4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.

Training: Rae to follow up on PGE Regional Meeting

NEXT MEETING AGENDA ITEMS: Bud. Comm. Mtg., Qtrly. Backup disk due from chiefs, treas., Secty., RM/Safety comm. NORCAL rpt.

May 21, 2014, 6:30pm Station 67 Pike City

ANNOUNCEMENTS The next regular meeting of the PRCSD Board of Directors is scheduled for ~~April 16, 2014~~, 6:30pm, Station 71 Alleghany. The Risk Management/Safety Committee will meet at 6PM, April 16, 2014 Station 71, Alleghany.

ADJOURNMENT Moved by M. Womack, seconded by D. Guyer. **Motion passed: 4 Ayes, 0 Nays, 1 Absent, 0 Abstain, 0 Vacant.** So ordered by President Babros at 7:39pm.

Respectfully submitted,

Maris Womack

Maris Womack
Secretary

Minutes adopted _____
as submitted or changed: 5-21-14 Date
MW Initial



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**2014/15 LOSS PREVENT INCENTIVE PROGRAM/
LOSS EXPOSURE EXPERIENCE PLAN**

At its March 19, 2014 PRCSD Regular meeting, the Board of Directors identified the following areas for review and/or action.

1. We will seek legal guidance to develop a district policy regarding third party claims that complies with the CA Tort Claims Act.
2. We will add the Heat Injury and Illness protocols as defined by CAL OSHA to our IIPP manual.
(Please note that the training is occurring we just do not have it listed in the manual.)
3. We will focus the annual review of the District Policy and Procedures on the District Personnel Policy and make such updates as needed.
4. We will strive to increase our participation in the GSRMA annual training.
5. We volunteer to host a regional training at our Station House in Pike City.
6. The Board will participate in a training program addressing the Board's responsibilities.



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Treasurers Report cut off date: **March 31, 2014**

Beginning Checking Account Balance \$ **2,561.38**

Deposits

Budget Line #	Date	From:	For:	Amount
4040.1	3821	GSRMA	Training Grants	\$ 655.00
Deposits Total				\$ 655.00

Expenditures

Budget Line #	Ck #	Date	To:	For:	Amount
7300	2245	3/9	Heiman Fire Equip.	7181 Equipment	\$ 189.85
	2246	3/19/14	Chief's Supply		\$ 122.31
7300				Safety vests Alleghany	\$ 61.16
8300				Safety vests Pike	\$ 61.15
	2247	3/19/14	AT&T		\$ 28.87
6172.2				Phone Alleghany	\$ 14.28
6172.3				Phone Pike	\$ 14.59
6176.2	2248	3/22	Browns Gas Co.	Propane Alleghany	\$ 99.60
	OL	3/26	PG&E		\$ 602.17
6170.2				PG&E Alleghany	\$ 88.86
6170.3				PG&E Pike	\$ 125.26
9171.4				Streetlights - Forest	\$ 41.45
9170.4				Streetlights - Alleghany	\$ 346.60
7632	2249	3/31/14	Dave's Auto	7100 Repairs	\$ 287.94
6270.1	2250	3/31/14	Rae Bell Arbogast	1st quarter bookkeeping	\$ 202.50
Expenditures Total					\$ 1,533.24

Chief 67 Card	\$ 293.31
Chief 71 Card	\$ 510.82
Treasurer Card	\$ 1,000.00
	\$ 1,804.13

Ending Checking Account Balance \$ **1,683.14**

Starting Savings account balance \$ **14,456.36**

transfer from checking

interest earned \$ 1.63

transfer to FUNDS

Ending Savings Account Balance \$ **14,457.99**

Balance on Prepaid Cards & Debit Card Account \$ **1,804.13**

General Fund (accounts listed above) Total \$ **17,945.26**

Restricted Fund account Starting Balance \$ **21,094.79**

interest earned \$ 2.61

transfer to checking

Fund account Ending Balance see budget sheet for detail \$ **21,097.40**

Total ALL FUNDS \$ **39,042.66**

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2013 through April 7, 2014

	Jul 1, '13 - Apr 7...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4020.1 - Tax Revenue Fire	13,255.70	22,000.00	-8,744.30	60.3%
4030.1 - Donations Income District	0.00	0.00	0.00	0.0%
4030.2 - Donations Alleghany	0.00	0.00	0.00	0.0%
4030.3 - Donations Pike	1,627.84	2,988.41	-1,360.57	54.5%
4040.1 - Grants District	655.00	1,898.03	-1,243.03	34.5%
4040.2 - Grants Alleghany	510.11	0.00	510.11	100.0%
4040.3 - Grants Pike	414.87	1,360.57	-945.70	30.5%
4050.1 - Rent Income District	0.00	0.00	0.00	0.0%
4050.2 - Rent Income Alleghany	0.00	0.00	0.00	0.0%
4050.3 - Rent Income Pike	0.00	0.00	0.00	0.0%
4060.1 - Surplus Equip. Sales District	0.00	0.00	0.00	0.0%
4060.2 - Surplus Equip. Sales Allgny	0.00	0.00	0.00	0.0%
4060.3 - Surplus Equip. Sales Pike	0.00	0.00	0.00	0.0%
4070.1 - Emergency Services Income	0.00	0.00	0.00	0.0%
4071.2 - Mutual Aid Income- Alleghany	2,060.47	2,060.49	-0.02	100.0%
4071.3 - Mutual Aid Income- Pike	2,640.88	2,640.86	0.02	100.0%
4080 - Interest Income	10.68	0.00	10.68	100.0%
4082 - Other Income	114.66	0.00	114.66	100.0%
Total Income	21,290.21	32,948.36	-11,658.15	64.6%
Expense				
6000 - OVERHEAD EXPENSE CATEGORY				
6020 - Transition posting/suspense	0.00	0.00	0.00	0.0%
6140.1 - Contributions	0.00	0.00	0.00	0.0%
6160.1 - Dues and Subscriptions- Admin.	0.00	0.00	0.00	0.0%
6170.1 - PG&E				
6170.2 - PG&E Alleghany	527.24	750.00	-222.76	70.3%
6170.3 - PG&E Pike	1,044.90	1,000.00	44.90	104.5%
6170.1 - PG&E - Other	0.00	0.00	0.00	0.0%
Total 6170.1 - PG&E	1,572.14	1,750.00	-177.86	89.8%
6172.1 - Telephone				
6172.2 - Telephone Alleghany	129.08	173.00	-43.92	74.6%
6172.3 - Telephone Pike	134.62	173.00	-38.38	77.8%
6172.1 - Telephone - Other	0.00	0.00	0.00	0.0%
Total 6172.1 - Telephone	263.70	346.00	-82.30	76.2%
6174.1 - Water				
6174.2 - Water Alleghany	432.00	432.00	0.00	100.0%
6174.1 - Water - Other	0.00	0.00	0.00	0.0%
Total 6174.1 - Water	432.00	432.00	0.00	100.0%
6176.1 - Propane				
6176.2 - Propane Alleghany	293.75	750.00	-456.25	39.2%
6176.3 - Propane Pike	0.00	0.00	0.00	0.0%
6176.1 - Propane - Other	0.00	0.00	0.00	0.0%
Total 6176.1 - Propane	293.75	750.00	-456.25	39.2%
6180.1 - Insurance				
6185.1 - Liability Insurance	1,392.00	1,392.00	0.00	100.0%
6190.1 - Vehicle Insurance	477.00	477.00	0.00	100.0%
6193.1 - Property Insurance	1,104.00	1,104.00	0.00	100.0%
6195.1 - Work Comp	2,741.00	2,741.00	0.00	100.0%
6180.1 - Insurance - Other	0.00	0.00	0.00	0.0%
Total 6180.1 - Insurance	5,714.00	5,714.00	0.00	100.0%
6230.1 - Fees/Compliance/Training	0.00	150.00	-150.00	0.0%
6235.1 - Bank Charges	16.85	0.00	16.85	100.0%
6250.1 - Postage, copies & office supply	174.89	200.00	-25.11	87.4%
6265.1 - County Administration Fee	2,594.77	2,800.00	-205.23	92.7%
6270.1 - Bookkeeping	480.00	750.00	-270.00	64.0%
6272.1 - Legal Fees	0.00	0.00	0.00	0.0%
6273.1 - Auditor Fees	2,000.00	2,000.00	0.00	100.0%
6275.1 - Board Development	156.69	0.00	156.69	100.0%
6280.1 - Property Assessments				
6280.2 - Solid Waste Fee Alleghany	77.94	68.00	9.94	114.6%
6280.3 - Solid Waste Fee Pike	140.30	122.00	18.30	115.0%

Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2013 through April 7, 2014

	Jul 1, '13 - Apr 7...	Budget	\$ Over Budget	% of Budget
6280.1 · Property Assessments - Other	0.00	0.00	0.00	0.0%
Total 6280.1 · Property Assessments	218.24	190.00	28.24	114.9%
6295.1 · Building Repairs & Maint.				
6295.2 · Building Rep & Maint Alleghany	614.08	510.11	103.97	120.4%
6295.3 · Buildings Rep. & Maint. Pike	1,054.76	1,587.92	-533.16	66.4%
6295.1 · Building Repairs & Maint. - Other	0.00	0.00	0.00	0.0%
Total 6295.1 · Building Repairs & Maint.	1,668.84	2,098.03	-429.19	79.5%
6296.1 · Payroll Expense- Mutual Aide				
6296.2 · Payroll Expense Alleghany	960.68	1,049.63	-88.95	91.5%
6296.3 · Payroll Expense Pike	693.81	699.75	-5.94	99.2%
6296.1 · Payroll Expense- Mutual Aide - Other	0.00	0.00	0.00	0.0%
Total 6296.1 · Payroll Expense- Mutual Aide	1,654.49	1,749.38	-94.89	94.6%
6702 · Interest Expense	0.00	0.00	0.00	0.0%
6704 · Other Expenses	0.00	0.00	0.00	0.0%
6706 · Bad Debt Write-off	0.00	0.00	0.00	0.0%
6000 · OVERHEAD EXPENSE CATEGORY - Other	0.00	0.00	0.00	0.0%
Total 6000 · OVERHEAD EXPENSE CATEGORY	17,240.36	18,929.41	-1,689.05	91.1%
7000 · STATION 71 EXPENSES				
7230 · Compliance Alleghany	442.50	600.00	-157.50	73.8%
7300 · Small Equipment Alleghany	1,228.92	1,800.00	-571.08	68.3%
7301 · Equip. repair/maint. Alleghany	0.00	200.00	-200.00	0.0%
7350 · Fuel Alleghany	527.92	800.00	-272.08	66.0%
7630 · Vehicle Rep. & Maint. Alleghany				
7631 · 7140 Repairs & Maint.	0.00	0.00	0.00	0.0%
7632 · 7100 Repair & Maint.	775.35	0.00	775.35	100.0%
7633 · 7145 Repairs & Maint.	35.12	0.00	35.12	100.0%
7635 · 7150 Repairs & Maint.	63.71	0.00	63.71	100.0%
7637 · 7180 Repairs & Maint.	81.53	0.00	81.53	100.0%
7630 · Vehicle Rep. & Maint. Alleghany - Other	0.00	1,000.00	-1,000.00	0.0%
Total 7630 · Vehicle Rep. & Maint. Alleghany	955.71	1,000.00	-44.29	95.6%
7651 · Fixed Asset Expenditures Allgny	0.00	0.00	0.00	0.0%
7660 · Supplies Alleghany	125.33	300.00	-174.67	41.8%
7000 · STATION 71 EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 7000 · STATION 71 EXPENSES	3,280.38	4,700.00	-1,419.62	69.8%
8000 · STATION 67 EXPENSES				
8230 · Compliance Pike	681.61	600.00	81.61	113.6%
8300 · Small Equipment Pike	65.44	1,860.57	-1,795.13	3.5%
8301 · Equip. repair/maint. Pike	279.23	500.00	-220.77	55.8%
8350 · Fuel Pike	197.42	800.00	-602.58	24.7%
8630 · Vehicle Rep. & Maint. Pike				
8631 · 6700 Repairs & Maint.	90.39	0.00	90.39	100.0%
8632 · 6760 Repairs & Maint.	0.00	0.00	0.00	0.0%
8633 · 6765 Repairs & Maint.	37.93	0.00	37.93	100.0%
8635 · 6770 Repairs & Maint.	0.00	0.00	0.00	0.0%
8637 · 6780 Repairs & Maint.	0.00	0.00	0.00	0.0%
8639 · 6790 Repairs & Maint.	0.00	0.00	0.00	0.0%
8630 · Vehicle Rep. & Maint. Pike - Other	0.00	2,000.00	-2,000.00	0.0%
Total 8630 · Vehicle Rep. & Maint. Pike	128.32	2,000.00	-1,871.68	6.4%
8651 · Fixed Asset Expenditures Pike	0.00	0.00	0.00	0.0%
8660 · Supplies Pike	364.86	300.00	64.86	121.6%
8000 · STATION 67 EXPENSES - Other	0.00	0.00	0.00	0.0%
Total 8000 · STATION 67 EXPENSES	1,716.88	6,060.57	-4,343.69	28.3%
Total Expense	22,237.62	29,689.98	-7,452.36	74.9%
Net Ordinary Income	-947.41	3,258.38	-4,205.79	-29.1%
Other Income/Expense				
Other Income				
9020.4 · Tax Revenue Street Lights	2,652.28	5,004.30	-2,352.02	53.0%
9030.4 · Donations Streetlight Fund	0.00	0.00	0.00	0.0%

**Pliocene Ridge Community Services District
Profit & Loss Budget vs. Actual YTD only
July 1, 2013 through April 7, 2014**

	<u>Jul 1, '13 - Apr 7...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Other Income	2,652.28	5,004.30	-2,352.02	53.0%
Other Expense				
9170.4 · PG&E Streetlights Alleghany	3,091.73	4,000.00	-908.27	77.3%
9171.4 · PG&E Streetlights Forest City	370.42	500.00	-129.58	74.1%
Total Other Expense	3,462.15	4,500.00	-1,037.85	76.9%
Net Other Income	-809.87	504.30	-1,314.17	-160.6%
Net Income	<u>-1,757.28</u>	<u>3,762.68</u>	<u>-5,519.96</u>	<u>-46.7%</u>