



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

**NOTICE**

**BUDGET COMMITTEE MEETING**

**WEDNESDAY SEPTEMBER 19, 2018**

**TIME: 5:30 PM TO 6:00 PM**

**AT THE SIXTEEN TO ONE MINE OFFICE  
527 MINERS STREET  
ALLEGHANY**

**&**

**SAFETY COMMITTEE MEETING**

**WEDNESDAY SEPTEMBER 19, 2018**

**TIME: 6:00 PM TO 6:30 PM**

**AT THE ALLEGHANY FIREHOUSE  
105 PLAZA COURT  
ALLEGHANY**



**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**

**Wednesday September 19, 2018 6:30 pm Alleghany Firehouse 105 Plaza Court**

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE
2. CONSENT CALENDAR
  - a) Approval of Agenda
  - b) Approval of Minutes for June 20, 2018
  - c) Approval of Treasurer's reports for June, July & August 2018
3. PUBLIC COMMENT The public may be heard before or during the consideration of any agenda item to be considered by the board, subject to reasonable time limitations for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken by the board unless the matter is deemed urgent by a 2/3 vote.
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
  - a) Correspondence
  - b) Committee/Member/Business Reports:
    1. Station 71 Chief's report
    2. Station 67 Chief's report
    3. AVFD Auxiliary
    4. PCVFD Auxiliary
    5. Risk Manager Report
    6. Board Member/Staff Reports
    7. Standing Committee Reports: Streetlight, Budget, Safety
5. ACTION ITEMS:
  - a) Unfinished business:
    1. Ongoing Bylaws & Policy review and/or update: Conflict of Interest Code Review (required every two years)
    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
    6. CDF Fireman's assistance 50/50 grant 18-19 funding cycle.
  - b) New business
    1. Public Hearing for adoption of final budget (draft copy to be provided at the meeting)
    2. Accept donations for fiscal year 17/18 from non-profit auxiliaries
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~  
Next Regular meeting October 17, 2018 in Alleghany 6:30 pm.
7. ADJOURNMENT

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. Please make your request to District Secretary, 100 Pike City Rd, Pike CA 95960 specifying your disability and the format in which you would like to receive this Agenda and future Agendas as well.



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

Board of Directors

Date: Wednesday June 20, 2018

Location: Alleghany Firehouse 105 Plaza Court

- 1. CALL TO ORDER:** The meeting was called to order at 6:35 pm by Vice President Daniel Guyer. Board members present: Daniel Guyer, Bruce Coons and Chris Mills. Directors Wayne Babros & Gracie Knowles notified the Secretary in advance that they would be absent. Also present were Pike City Assistant Chiefs Jim Buckbee & Tom Starr and Alleghany Assistant Chiefs David Arbogast & Ned Cusato, AVFD Chairman Bob Hale & Secretary Vicky Tenney and PCVFD President Roland Robertson. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.
- 2. CONSENT CALENDAR:** A motion was made by Bruce Coons to approve the consent calendar with one correction to the agenda, 2<sup>nd</sup> by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**
- 3. PUBLIC COMMENT:** None
- 4. INFORMATION/DISCUSSION ITEMS**

  - a) Correspondence: Incoming:** CDF packet with new annual operating plan and instructions for reimbursement. New ambulance MOU from DFPD, signed copy of Air Med Agreement, Consumer Confidence Report from Alleghany County Water District. Notice from PG&E regarding Shutting off Power During High Wildfire Threats. New Insurance cards for all district vehicles.

**Outgoing:** Signed Mutual Aid agreement and draft ambulance MOU mailed to DFPD with question about pay for our EMTS/Drivers, Get well card signed by Pike and Alleghany firefighters to Wayne Babros, thank you card to Larry Vieira for weed-wacking the fire hydrants and station 1 in Alleghany, Sam.gov registration letter appointing an Entity Administrator notarized and mailed by VP Daniel Guyer,
  - b) Committee/Member/Business Reports:**

    1. *Alleghany Assistant Chiefs David Arbogast & Ned Cusato* reported that the annual Basic 32 refresher with the Forest Service and local fire agencies was held on June 10th. Tom Starr and Jim Buckbee reprogrammed the radios for Alleghany because some of the channels were not working. Jim did the one in the ambulance as well. The Ruby repeater is working better than the local channel for getting out. Per Tom Starr the radios still need some tweaking but at least they are functioning better. They found out that Engine 7180 has a bad antennae. Bruce Coons (who is also the Water Treatment Operator for Alleghany County Water District) explained that during construction of the new water storage tank in Alleghany the town will be on temporary water tanks reducing the amount of water available to feed the fire hydrants. A stand pipe is being installed at the pumphouse for drafting and a map identifying all other drafting sources in Alleghany is being prepared and will be sent to all local fire agencies. David reported that there was a fire at Minnesota Flat and it wasn't too bad. There was a good response from both Alleghany and Pike. Engine 7150 did well going up Chips Flat Road.
    2. *Pike City Assistant Chiefs Jim Buckbee & Tom Starr* Reported that the water tender had a mechanical problem recently but it has been repaired. Pike also attended the Basic 32 refresher. Pike and Alleghany had an "after action" review/training in May with lots of hands-on training with vacuum splints etc. Tom will be preparing the paperwork for Rae to bill the Forest Service for the Minnesota Fire (4 hours). Jim reported that he is loaning tomtom units (GPS) to the dept. for the back roads.
    3. *AVFD Auxiliary:* Bob Hale reported that they are in the process of their annual election. The annual membership meeting will be held in July.

4. *PCVFD Auxiliary*: Roland Robertson reported that they are working on their next fundraiser to be held in August. They had their annual membership meeting and there were no changes to the board. He also reported that Bobby McDaniel's reception held on the 9<sup>th</sup> at the firehouse went very well. The family was appreciative and left the place cleaner than they found it.

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

6. *Board Member/Staff reports*:

Rae Bell reported that the road sign at hwy. 49 and Ridge Rd. still has not been replaced, she will follow-up.

She also reported that there have been ongoing phone problems in Alleghany since approximately January. According to the local AT&T repair technician it is being caused by a large tree that has grown up and is blocking the microwave tower. According to the AT&T representative they have decided to install a taller tower and the "wheels are in motion". This is a huge concern for emergency calls. Rae was directed to file a complaint with the FCC for PRCSD.

7. *Standing Committee Reports: Streetlights*: Bruce reported that PG&E has not responded to the requests for the shields on the streetlights nor have they responded to the issue of the wrong lights being upgraded in Forest City and some lights in Alleghany not being upgraded OR shut-off as instructed.

*Budget Committee*: Preliminary budget later on the agenda.

## **5. ACTION ITEMS**

### **a) Unfinished Business**

1. *Ongoing Policy & Procedure review/update*: Rae Bell provided a draft organizational chart for the district as-well-as a summary of research that she is conducting on partnerships between Public Benefit Non-Profit organizations (such as the VFD Auxiliaries) and Publicly Funded Fire Agencies (such as Pliocene Ridge). Written report attached to these minutes. It was noted that this was for "information only". The research is ongoing.

2. *Regarding the Alleghany Firehouse project*: Bob Hale reported that he, along with Burns & Gus Tenney and Rae Bell met on June 9<sup>th</sup> to look at the long-term plan for handicap access for the firehouse and especially the bathroom. He stated that it was a productive meeting with lots of ideas shared.

He said that based on Burns' knowledge of handicap accessible bathrooms and after looking at a few different options it looks like the most efficient way to bring the bathroom into compliance would be to put the bathroom under the proposed roof extension (far end of the covered walkway where the proposed storage room is on the preliminary plans) and convert the existing bathroom into the storage room. This is because the existing bathroom is not large enough for handicap compliance [7' 6" x 6' 3.5"] The plumbing is already located in that vicinity, so it would be easy to tie into. Also, the doorway for the second exit which goes past the existing bathroom needs to be widened to accommodate a wheelchair.

It was stressed that this is a long-term plan and the priority is still the drainage/safe-access issue to be addressed by the covered walkway.

3. *Regarding the Pike Firehouse projects*: Roland Robertson reported that the staircase is installed! They are still finishing up the door and a few other things. No report on the Lift Project.

4. *Dispatch Office in Alleghany*: Nothing new to report.

5. *Tree removal at Station 1 in Alleghany:* Rae Bell reported that Tom Roth had assured her he would come before the end of the month to cut the trees.

6. *CDF 50/50 Firefighter's Assistance Grant* The final payment for the FY 17/18 grant was received. For FY 18/19 PRCSD put in an application for lights for Alleghany and the PCVFD auxiliary put in their own application for turn-outs for Pike. The AVFD auxiliary decided not to commit to contributing this round. Vicky Tenney wished to confirm that PRCSD has the funds to cover Alleghany's share. The answer was "yes".

7. *Downieville Fire Protection District Ambulance Agreement:* A revised Memorandum of Understanding (MOU) regarding the ambulance was received from Downieville FPD; with added text stating that EMT's could be paid per their existing policy for emergency medical runs by signing up with FPD. A motion to approve the MOU as presented was made by Bruce Coons and 2<sup>nd</sup> by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

8. *Fire Chief Assignment:* Director Chris Mills asked if there was any money available to pay a district chief. The treasurer stated that she did not think so. Vice President Daniel Guyer asked if any of the assistant chiefs were willing to serve as District Chief. There were no takers.

He then asked if the current assistant chiefs: [David Arbogast & Ned Cusato for Alleghany and Jim Buckbee and Tom Starr for Pike] were willing to continue for another term. They all agreed.

9. *Preliminary Budget:* The draft preliminary budget as handed out at the May meeting was reviewed. A motion to approve the preliminary budget as presented was made by Bruce Coons, 2<sup>nd</sup> by Chris Mills. **3 Ayes, 0 Nays, 2 Absent, 0 Abstain, 0 Vacant, Motion carried.**

**d) New Business**

1. *None*

**NEXT MEETING AGENDA ITEMS**

The next regular meeting is scheduled for July 18, 2018 at the Pike City Firehouse 6:30 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  
 plioceneridge.org

## Treasurer's Report for June 2018

**Beginning Checking Account Balance \$ 13,272.41**

Date	From:	For:	Amount
6/25/18	Cal Fire	Fireman's assistance 50/50 grant	\$ 3,161.90
		Alleghany Portion	\$ 487.49
		Pike Portion	\$ 2,674.41
6/29/18	GSRMA	RMAP rebate	\$ 217.00
<b>Deposits Total</b>			<b>\$ 3,378.90</b>

Ck #	Date	To:	For:	Amount
702	6/20/18	Ned Cusato	Reimburse food for basic 32 joint training	\$ 18.55
EFT		WA Credit Card		\$ 279.38
			Reibes 6790 battery	\$ 44.89
			Robinson fuel Pike	\$ 30.81
			Paypal LED lights for 6790 includes fee of \$1.75	\$ 89.73
			Reibes 6790 switches	\$ 70.71
			Tractor supply grease	\$ 26.81
			Home Depot supplies	\$ 16.43
703	6/30/18	Tom Roth	Alleghany firehouse tree removal	\$ 1,500.00
EFT	6/29/18	PG&E		\$ 468.34
			PG&E Alleghany	\$ 48.22
			PG&E Pike	\$ 81.38
			Streetlights - Forest	\$ 21.76
			Streetlights - Alleghany	\$ 316.98
<b>Expenditures Total</b>			<b>\$ 2,266.27</b>	

**Ending Checking Account Balance \$ 14,385.04**

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Pike City Fire Unallocated	\$ 5,100.00
Streetlights	\$ 1,609.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouses	\$ 822.37
Alleghany Engines	\$ 7,446.25
Interest Earned	\$ 7.04
<b>Reserve Account Total</b>	<b>\$ 47,601.11</b>

**Starting Savings account balance \$ 13,793.90**

interest earned \$ 1.19

transfer to checking

transfer to FUNDS

**Ending Savings Account Balance \$ 13,795.09**

**General Fund (accounts listed above) Total \$ 28,180.13**

**Reserve account Starting Balance \$ 47,597.55**

interest earned \$ 3.56

transfer from savings

**Reserve account Ending Balance \$ 47,601.11**

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

**Total ALL FUNDS \$ 75,781.24**



# Pliocene Ridge Community Services District

Serving the Communities of Alleghany, Forest City and Pike City

100 Pike City Road  
Pike City, CA 95960

## Treasurer's Report for July 2018

**Beginning Checking Account Balance \$ 14,385.04**

DEPOSITS	Date	From:	For:	Amount
<b>Deposits Total</b>				<b>\$ -</b>

Ck #	Date	To:	For:	Amount
2486	7/5/18	Alleghany Water District	Water 1 year (fiscal year)	\$ 480.00
2487	7/5/18	AT&T	two months	\$ 74.68
			Phone Alleghany	\$ 37.37
			Phone Pike	\$ 37.31
2488	7/5/18	Golden State Risk Management Authority	Insurance	\$ 4,451.00
2489	7/5/18	Rae Bell Arbogast	Quarterly billing Secretary/Treasurer	\$ 600.00
2490	7/5/18	Streamline	One-year website hosting / platform	\$ 300.00
EFT	7/26/18	EDD	State Payroll taxes	\$ 19.84
<b>Expenditures Total</b>				<b>\$ 5,925.52</b>

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Pike City Fire Unallocated	\$ 6,100.00
Streetlights	\$ 1,609.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouses	\$ 822.37
Alleghany Engines	\$ 7,446.25
Interest Earned	\$ 7.04
<b>Reserve Account Total</b>	<b>\$ 48,601.11</b>

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

**Ending Checking Account Balance \$ 8,459.52**

**Starting Savings account balance \$ 13,795.09**  
interest earned  
transfer to checking  
transfer to FUNDS

**Ending Savings Account Balance \$ 13,795.09**

**General Fund (accounts listed above) Total \$ 22,254.61**

**Reserve account Starting Balance \$ 47,601.11**  
interest earned  
deposit donation to Pike Unallocated \$ 1,000.00  
**Reserve account Ending Balance \$ 48,601.11**

**Total ALL FUNDS \$ 70,855.72**



Treasurer's Report for August 2018

Checking Account Beginning Balance \$ 8,459.52

DEPOSITS	Date	From:	For:	Amount
	8/28/18	Sierra County Auditor	Final instalment FY 17/18	\$ 4,553.92
			Streetlights	\$ 528.70
			Fire	\$ 4,025.22
<b>Deposits Total</b>				<b>\$ 4,553.92</b>

Ck #	Date	To:	For:	Amount
EFT	8/1/18	PG&E		\$ 462.77
			PG&E Alleghany	\$ 55.97
			PG&E Pike	\$ 68.05
			Streetlights - Forest	\$ 21.76
			Streetlights - Alleghany	\$ 316.99
EFT	8/6/18	WA Credit Card		\$ 226.47
			Fuel Pike	\$ 17.21
		Pike	Food for training	\$ 160.64
		Pike	Auto supplies maint.	\$ 29.90
		Pike	Supplies (insect fogger)	\$ 18.72
2491	8/17/18	AT&T		\$ 37.61
			Phone Alleghany	\$ 18.80
			Phone Pike	\$ 18.81
2492	8/17/18	Sierra County Public Works		\$ 327.47
		April May June	Alleghany Fuel	\$ 104.81
		April May June	Pike Fuel	\$ 222.66
EFT	8/28/18	WA Credit Card		\$ 193.51
		Alleghany-Ned	Jack and tow chain	\$ 64.32
		Pike - Jim	Supplies water mostly	\$ 45.50
		Pike - Jim	PPE earplugs & masks	\$ 51.41
<b>Expenditures Total</b>				<b>\$ 1,247.83</b>

Reserve Account Detail	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Pike City Fire Unallocated	\$ 6,100.00
Streetlights	\$ 1,609.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouses	\$ 822.37
Alleghany Engines	\$ 7,446.25
Interest Earned	\$ 7.04
<b>Reserve Account Total</b>	<b>\$ 48,601.11</b>

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

Checking Account Ending Balance	\$ 11,765.61
Savings account Starting balance	\$ 13,795.09
interest earned	
transfer to checking	
transfer to FUNDS	
<b>Savings Account Ending Balance</b>	<b>\$ 13,795.09</b>
<b>General Fund (accounts listed above) Total</b>	<b>\$ 25,560.70</b>
Reserve account Starting Balance	\$ 48,601.11
interest earned	
transfer from savings	
<b>Reserve account Ending Balance</b>	<b>\$ 48,601.11</b>

**Total ALL FUNDS \$ 74,161.81**





# Pliocene Ridge Community Services District BYLAWS

## DUTIES OF APPOINTED OFFICIALS

1. The Board may fix reasonable compensation where they deem appropriate.
- A. Attorney – At the request of the Board, the attorney shall provide guidance in legal matters.
- B. Auditor – The auditor shall audit the District's financial records in accordance with the laws of the State of California using generally accepted auditing practices.

## ARTICLE V CONFLICT OF INTEREST CODE

The Political Reform Act, government code Section 87100, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the fair Political Practices commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest code of the Pliocene Ridge community Services District.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self interests. In addition, board members shall not in any way directly or indirectly financially benefit from any aspect of the district's operations.

In accordance with this policy, Board and employees shall comply with the following:

1. Board members must abstain from voting on any action in which they have a financial interest.
2. No board member shall accept any remuneration in money or services from the district, except as allowed for by Government Code Section 61207.
3. Board members and designated employees, as described in Appendix A of the Pliocene Ridge Community Services District's Conflict of Interest Policy and Procedure, shall file a Statement of Economic Interests, Form 700 annually with the Clerk of the County of Sierra who shall retain copies and make the statements available for public inspection and reproduction. (Government Code Section 81008)



# Pliocene Ridge Community Services District BYLAWS

## Appendix A

### CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES

#### Category 1

Designated employees assigned to this category must report:

- a. Interest in real property located within the jurisdiction including property located within a two-mile radius of any property owned or used by the agency.
- b. Investments, business positions, and income from sources located in or doing business in the jurisdiction.
- c. Investments and business positions in any business entity or income from any source of the business entity or source of income that manufactures sells supplies, machinery or equipment of the type utilized by the district.
- d. Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the District.
- e. Investments, business positions, and sources of income of the type, which engage in land development, construction, or the acquisition or sale of real property.
- f. Investments, business positions, and sources of income of the type which manufacture, sell or distribute medical equipment or services of type leased or loaned by the District to ambulance services, medical services such as police, sheriff and fire rescue units, trauma centers and emergency rooms.
- g. Investments, business positions, and sources of income of the type that provides training for persons engaged in medical service programs.

#### DESIGNATED EMPLOYEES

<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
Board Members or Candidates	1
District Officers (Treasurer, Secretary)	1
Station Fire Chiefs	1

Code amended by the PRCSD board on 4/18/16 and approved by the Sierra County Board of Supervisors on 5/17/16.