



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

October 16, 2019 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 September 18, 2019
- c) Approval of Treasurer's report for September 2019.

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 – Status of ISO surveys

5. ACTION ITEMS:

- a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Update to page 8 of the district's bylaws
 2. Alleghany Firehouse & ADA Compliance
 3. Pike City Firehouse & ADA Compliance
 4. Status of Alleghany OES Grants: dispatch office, siren, back-up generator
 5. Wayman Dam project

b) New business

1. Consideration of engaging the Calif. Special District Association's contracted attorney to address the non-profit/special district relationship issue. The first hour is provided free to members, additional hours are billed at \$270 per hour. \$1,000 was earmarked in this year's budget for this purpose.
2. Accept fiscal year 18-19 donations from PCVFD Auxiliary

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~

Next meeting date November 20th at the Pike Firehouse 6:30 pm. Safety/Risk Management meeting at 6:00 pm

7. ADJOURNMENT

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MINUTES of the Regular Meeting of the Pliocene Ridge CSD

Board of Directors

Date: Wednesday September 18, 2019

Location: Pike City Firehouse, 100 Pike City Rd.

1. CALL TO ORDER: The meeting was called to order at 6:45 pm by President Guyer. Board members present: Daniel Guyer, Chris Mills and Bruce Coons. Gracie Knowles had notified the Secretary that she could not be there. Also present were Pike City Assistant Chiefs Jim Buckbee, Chris Dorn & Tom Starr and Alleghany Assistant Chiefs David Arbogast & Ned Cusato, Public present Vicky Tenney, Hilary Alexander and Sierra County Supervisor Lee Adams. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes. Flag Salute.

2. CONSENT CALENDAR: The treasurer's reports for June and August were missing detail for a few credit card charges which was added. A motion was made by Bruce Coons to approve the consent calendar with the corrections, 2nd by Chris Mills. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence: Incoming: Questionnaire from Suburban Propane for new propane service at the Pike Firehouse. ISO (Insurances services) map for Alleghany requesting updates and a hydrant map if available.

Outgoing: Questionnaire sent back to Suburban Propane, ISO Map for Alleghany with revisions and hydrant map sent to ISO. Request for a list of 18/19 Fiscal Year Donations of equipment for insurance purposes and a request for a copy of any 2018 non-profit filings (if they want the back-up file updated) sent to both non-profit Treasurer cc'd both Presidents as well.

b) Committee/Member/Business Reports:

1. Alleghany Assistant Chiefs David Arbogast & Ned Cusato reported that since the June meeting there was a medical call in Pike [mid-July] but a belt broke and took out the transmission line on the way to the call. An ambulance from Sierra Nevada Memorial Hospital transported the patient. The ambulance had to be towed to the mechanics. It took about 10 days to get it back from the mechanic. Downieville Fire covered all of the costs. There was a medical call in Alleghany on August 21st for a bicycle crash. The ambulance had a dead battery because the person who had brought it back from the mechanics had forgotten to plug it in. The EMT responded in the chief's rig while two firefighters jump started the ambulance. A minimal amount of time was lost because by the time the patient was packaged the ambulance pulled up. The patient was transported to Plum Valley where a medivac helicopter was waiting.

They also reported that the two-year old battery on the repeater had to be replaced. It is apparent that something is not right with the charging set-up but a new battery tender was purchased at the beginning of July, so hopefully the problem is resolved. Also, the big battery charger that was ordered in June arrived. It is a 200 AMP charger (to be used for vehicle batteries).

Alleghany and Pike Fire Departments have been training together on a regular basis.

2. *Pike City Assistant Chief Chris Dorn, Tom Starr & Jim Buckbee* Reported that in addition to the calls reported by Alleghany they responded to two fire calls in July in Celestial Valley. One was for a fire caused by mowing and the other was a vehicle fire behind a locked gate. Luckily both fires were contained quickly.

3. *AVFD Auxiliary:* Bruce Coons reported that they were having their meeting in Alleghany that night. Rae Bell reported that they had a bake-sale in conjunction with the 16 to 1 shareholder's meeting on August 31st and according to Robbin DeWeese their treasurer, they made about \$500 half of which was for t-shirt sales.

4. *PCVFD Auxiliary:* No report.

5. *Risk Manager Report:* Dan reported that the district's insurance carrier: Golden State Risk Management Authority is having their annual conference on Oct. 23rd and 24th. It would be good to attend to meet them face-to-face. Chris Mills said that he would go with Dan. Rae said she might go.

6. *Board Member/Staff reports:* Rae Bell reported that the ISO surveys for both Pike and Alleghany are due in October; a field representative should be reaching out to us soon. It was decided by consensus at the Safety/Risk Management meeting that if we haven't heard from them by mid-October we will reach out to them.

Regarding the status of the non-profit/special district research Rae explained that PCVFD President Roland Robertson wants to have a meeting of all three boards and he'll try to schedule it when he returns to Pike [currently out of the area]. Rae also reported that her efforts to get legal help from the County have been fruitless and she is going to recommend hiring an attorney at next month's meeting when it will be on the agenda. She thinks it will be money well spent if it helps resolve the issue(s).

5. ACTION ITEMS

a) Unfinished Business

1. *Ongoing Policy & Procedure review/update:* Rae Bell explained that the proposed changes to Policy #1055 "construction works" was for the sole purpose of eliminating the need to annually advertise for, and update the contractors list. Instead of a contractor's list the informal bidding process can utilize a list of clearinghouses provided by the CUCCA Commission. A motion to approve the changes as presented was made by Chris Mills 2nd by Dan Guyer **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Alleghany Firehouse project:* Rae Bell reported that things are looking very positive for the USDA Grant and hopefully there will be an announcement next month.

Vicky Tenney stated that when "this organization" [Pliocene Ridge CSD] was formed it was agreed that all existing functions of the firehouse would be "grandfathered in". She said the Food Commodity program is one such function and it can't be moved into the "shed" that is being built as part of the project. That she felt she was being "kicked out" of the firehouse and the board has no right to do that.

She asked Lee Adams to speak on the topic of "grandfathered in" uses of the firehouse. Lee stated that he didn't know anything about any previous agreements. He explained that the current board isn't bound by agreements made by previous boards in perpetuity because it just wouldn't

be practical. Things change. The District has operational control of the building and the board decides how it will be used.

Bruce Coons explained that the proposed food pantry will be insulated and that it will have power.

Dan Guyer explained that one of the main purposes of the project is to make the building more accessible for the community as a whole year-round.

Rae Bell explained that the addition isn't a "shed" but is a room that will be part of the building. She suggested that Vicky might want to see it before she decides that she doesn't want to use it. Currently the commodities are stored in the hallway by the bathroom and they will have to be moved as part of the ADA up-grade that is included in the project.

Vicky stated that maybe she does need to see it, since she isn't good at visualizing things. To her the drawing posted at the firehouse looks like a "shed".

Rae also stated that she wanted it in the record that the sole purpose of creating a food pantry for the commodity program is to support the program 100%. It will actually enhance the program rather than diminish it in any way.

3. Pike Firehouse Project: Dan Guyer reported that the issue with the easement as explained in June was addressed. The land-owner Pam Sapota graciously extinguished the utility easement by signing it over to the district. A special meeting had to be held so that the board could accept the easement before the County Clerk Recorder could record the deed. After the special meeting in July, the deed was recorded. The permit was issued and the project to install the back-up generator is underway. Suburban Propane is scheduled to install the propane tank tomorrow.

4. Dispatch Office in Alleghany: Vicky Tenney reported that the work should be starting soon and she thinks the district should start thinking about the MOU (memorandum of understanding) that will be needed with Downieville fire for the ownership and maintenance of the equipment. She is of the opinion that after the five-years is up for ownership to revert to the district (from OES) that the district should donate the equipment to Downieville Fire and let them maintain it. Rae Bell stated that she wasn't sure if this would be the best thing to do, because the idea is to have a permanent dispatch office in the firehouse and what would prevent Downieville Fire from removing the equipment as was done in the past? Possibly a clause could be included in the MOU stating that the equipment needs to stay in Alleghany. It might be simpler if the district just owns it. Jim Buckbee stated that the district already maintains a lot of radio equipment and it should not be a problem to maintain more. A meeting with the Downieville Fire Protection board needs to be arranged to see how they feel about it. It was noted that the equipment currently in the dispatch office belongs to Downieville Fire.

Under the topic of the OES grant Rae reported that she did talk to Lee Brown about the Siren that was approved at the same time as the dispatch equipment and Lee told her that the district needs to get two more quotes in addition to the one already obtained before the project can move forward.

Regarding the back-up generator for the Alleghany firehouse: Lee Brown said that the district needs to get a total of three quotes before applying for it. Rae will be working on this so that it can go in on the next OES Homeland Security grant cycle.

5. Wayman Dam Project: Tom Starr reported that Dan with the Forest Service Division 3 came up and Tom asked him about the project. He was told that the permit will be issued in the fall.

d) New Business

1. *Final budget adoption:* It was explained that the budget was almost the same as the preliminary budget adopted in June. It was suggested that \$1,000 be added to the overhead expenses in case it is decided to hire an attorney next month. Line item 6274.1 “Legal Fees” was added with a \$1,000 allocation. A motion to adopt the final budget with the one change was made by Bruce Coons, 2nd by Chris Mills **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Approval of allowing the Secretary/Treasurer to use the title of “District Administrator”* Rae explained that this provides a little more “clout” when speaking to other agencies. A motion was made by Daniel Guyer to allow the Secretary/Treasurer to use the title “District Administrator” with no change to her duties or authority. 2nd by Chris Mills. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Appointment of Pike Fire chief:* Vicky Tenney wanted to know what it meant on the agenda where it said that the Pike Chief would default to district chief. It was explained that if only one department has a chief and the other one does not, that chief is automatically district chief. This has been done since the district was formed with both Mark Jokerst and Bob Hale holding that position in the past.

Jim Buckbee and the other three assistant chiefs all endorsed Chris Dorn in his bid to for the position of Pike City Fire Chief. Chris stated that he’s been with the department for five years and he is excited about the opportunity to serve in this new capacity; that there’s a lot of work to do and things will be continuing as they have with the trainings and such. He said the department needs a lot of things. Everybody needs to work together as well as we can to achieve the same goal. The joint trainings are going very well and have energized the crews.

One of his goals is to create a fire-wise community. He has been researching it and it isn’t as huge of an undertaking as one might think. Insurance companies provide a 10% discount for fire-wise communities. Lee Adams stated that it would be the first one in Sierra County if it happens.

A motion to appoint Chris Dorn as the Pike City Fire Chief was made by Daniel Guyer 2nd by Chris Mills **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

Everybody applauded as Jim Buckbee presented Chris Dorn with his Chief’s badge (Jim had the badge for thirty years.)

NEXT MEETING AGENDA ITEMS

The next regular meeting is scheduled for October 16, 2019 at the Alleghany Firehouse. Consideration of hiring an attorney to address the special district/non-profit corporation issue(s) will be on the agenda.

ANNOUNCEMENTS None

ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 7:31 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 August 2019

Beginning Checking Account Balance \$ 7,720.34

DEPOSITS

Date	From:	For:	Amount
9/15/19	Alleghany Water Dist.	Fire Extinguisher restat on Solon Fire invoice	\$ 25.00
Deposits Total			\$ 25.00

EXPENDITURES

Ck #	Date	To:	For:	Amount
747		VOID		
748	9/1	ACWD	Water Alleghany + \$4.00 late fee	\$ 84.00
749	9/1	AT & T		\$ 24.21
			Phone Alleghany	\$ 12.10
			Phone Pike	\$ 12.11
750	9/1	David Arbogast reimburse	Chargers to come out of AVFD equip. fund	\$ 257.25
751	9/1	Interspiro	SCBA hydrostat x 4 split between both depts	\$ 840.00
	9/5	PG&E		\$ 405.26
			PG&E Alleghany	\$ 52.88
			PG&E Pike	\$ 73.19
			Streetlights - Forest	\$ 17.00
			Streetlights - Alleghany	\$ 262.19
EFT	9/21	WA Credit Card		\$ 178.77
			Lost Nugget Fuel Pike	\$ 50.18
			Life Assist - spider straps for Alleghany x2	\$ 128.59
2496	9/23	Alleghany Water	paid off remainder of FY 19/20	\$ 400.00
2497	9/23	Mountain Messenger	Budget hearing notice	\$ 36.00
2498	9/23	Rebes Auto	battery for repeater Alleghany FH	\$ 154.88
2499	9/23	Jorgenson	Fire Ext. annual restat	\$ 425.79
			Pike	\$ 134.00
			Alleghany	\$ 291.79
2500	9/23	Suburban Propane	Installation for back-up generator Pike	\$ 328.78
	9/23	PG&E		\$ 419.85
			PG&E Alleghany	\$ 58.73
			PG&E Pike	\$ 81.93
			Streetlights - Forest	\$ 17.00
			Streetlights - Alleghany	\$ 262.19
2501	9/23	Bob Hale	Minnesota Fire	\$ 114.66
2502	9/23	Bruce Coons	Minnesota Fire	\$ 114.66
2503	9/23	Christopher Coons	Minnesota Fire	\$ 114.66
2504	9/23	Craig Johnson	Minnesota Fire	\$ 114.66
2505	9/23	Darryl Dean Hooley	Minnesota Fire	\$ 114.66
2506	9/23	Edward Cusato	Minnesota Fire donated half	\$ 69.10
2507	9/23	Jim Buckbee	Willow Fire	\$ 276.38
2508	9/23	Lance A Baldwin	Minnesota Fire	\$ 114.66
2509	9/23	William Starr	Minnesota Fire	\$ 138.19
2510	9/23	Zachary Kostik	Minnesota Fire	\$ 114.66
2511	9/23	Banner Comm.	batteries for pagers Alleghany	\$ 139.42
752	9/23	Craig Johnson reimburse	supplies Pike	\$ 11.85
Expenditures Total			\$ 4,992.35	

Reserve Account	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 2,700.00
Alleghany Dispatch Office	\$ 700.00
Alleghany equipment	\$ 1,261.84
Pike City Fire Unallocated	\$ 6,700.00
Streetlights	\$ 3,718.40
Pike City Firehouse	\$ 2,308.14
Pike City Engines	\$ 3,107.91
Alleghany Firehouse	\$ 1,409.37
Alleghany Engines *	\$ 15,403.25
Interest Earned	\$ 20.64
Reserve Account Total	\$ 61,829.55

* \$8,000 for purchase only
 FUNDS NOT UPDATED FOR FY 18/19 YET

Ending Checking Account Balance	\$ 2,752.99
Starting Savings account balance	\$ 24,161.74
interest earned	\$ 1.85
transfer to checking	
transfer to FUNDS	
Ending Savings Account Balance	\$ 24,163.59
General Fund (accounts listed above) Total	\$ 26,916.58
Reserve account Starting Balance	\$ 61,824.88
interest earned	\$ 4.67
Reserve account Ending Balance	\$ 61,829.55

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS	\$ 88,746.13
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Verified against bank statement and QB balances by: X Name Printed _____
 Note: Savings and Fund accounts are reconciled quarterly. title _____



Pliocene Ridge Community Services District BYLAWS

DUTIES OF OFFICERS

PRESIDENT shall:

- a. be the chief executive officer of the Board;
- b. preside at all meetings;
- c. sign all contracts and other papers authorized by the Board;
- d. ensure all orders and policies of the Board are executed;
- e. have the right to vote on all matters coming before the Board; and
- f. be responsible for other such duties as may be directed by the Board.

VICE PRESIDENT shall:

- a. assume the duties of the president as may be required; and
- b. be responsible for other such duties as may be directed by the Board.

SECRETARY shall:

- a. Serve as the clerk-of-the board performing all duties incidental to that position. See section ~~___ of the personnel policy manual~~ Policy # 1020 for a detailed job description.

TREASURER shall:

- a. Serve as the fiscal officer for the district, performing all duties incidental to that position. See section ~~___ of the personnel policy manual~~ Policy # 1020 for a detailed job description.
- b. Per Calif. Code Section 61040 a director SHALL NOT also be the treasurer.

COMMITTEE APPOINTMENTS

1. Following the election of officers, the President shall appoint committees. These committees shall be ratified by a majority vote of the Board.
2. Committees are:
 - A. Standing:
 - ~~1. Budget~~ ~~2. Street Lights~~ ~~3.~~ 1. Risk Management/Safety 2. Others as needed

New