

Pliocene Ridge Community Services District

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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday April 15, 2025, 6:30 pm Location: Pike City Firehouse

Director Chris King will be calling in from Lorain Comm. College 1005 Abbe Rd N. Elyria OH

For phone Conference dial 978-990-5144 Access code 6919768#

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE Moment of Silence for Bruce Coons.
2. CONSENT CALENDAR
 - a) Approval of Agenda b) Approve Minutes for regular meeting held March 20, 2025 c) Ratify Treasurer's report & bill payments for March 2025
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, or unanimously if less than 2/3 are present.
4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS
 - a) Correspondence since last meeting –
 - b) Committee/Member/Business Reports:
 1. District Chief's report
 2. Assistant Chiefs' reports
 3. Alleghany Fire Department Auxiliary
 4. Pike Community Support Foundation
 5. Board Member/Staff Reports ~
 6. Firewise Communities –
 7. Firehouse Projects & ADA Compliance ~ Both Departments-
 8. Pending Grants –
5. DISCUSSION and POSSIBLE ACTION ITEMS:
 - a) **Unfinished business:**
 1. Secretary Position
 2. Capital Improvement Fund designation of funds
 3. Update to Policy #1030 Risk Management
 4. More bylaw clean-up
 - b) **New business:**
 1. Authorize the Fire Chief and/or District Manager to cast ballots for membership associations.
 2. Request for the district to cover the cost of American Heart Association Instructor Training.
 3. Resolution 25-098 to update signature card at bank
 4. Appoint Chief Buckbee as the Project Manager for the Pike City Firehouse Storage/Garage Project with full authority to apply for a Special Use Permit and a Zone Variance and anything else required.
 5. Authorize Chief Buckbee to take actions necessary to clean up all outstanding building permits for both the Pike City Firehouse and Alleghany Firehouse Station 1.
 6. Consider pulling funds from the Alleghany Firehouse reserve fund to cover repair work at Station 1 and authorize the purchase of additional metal siding.
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for May 20, 2025 in Alleghany. Agenda items: Draft preliminary budget
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 or plioceneridge@gmail.com specifying your disability and the format in which you would like to receive this agenda and future agendas. SEND AN EMAIL TO plioceneridge@gmail.com to be added to the email list for meeting notices.

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

Date: Thursday March 20, 2025 Time: 6:30 pm Location: Alleghany Firehouse Station 2, nobody called in to the conference call, hung up after ten minutes.

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:41 pm by Director Pam Davis. **Flag Salute.** Board members present: Pam Davis, Chris King, and Oregon Tenney IV. Board members absent: Bruce Coons and Chris Mills (both notified the Secretary in advance that they could not attend). Also in attendance: District Chief Jim Buckbee, Alleghany Assistant Chiefs David Arbogast and Ned Cusato, Pike City FD Captain and District Risk Manger Cameron Shay. Public: Vicky Tenney. Pliocene Ridge CSD District Manager and Interim Secretary Rae Bell Arbogast was present and took the minutes.

2. CONSENT CALENDAR:

Approval of current Agenda, the minutes of the regular meeting held February 20, 2025, the Treasurer's report for February 2025 and lifting the cap on Chief Buckbee's credit card. **A motion was made to approve the consent calendar by Director Tenney and seconded by Director King. Ayes: Davis, King, Tenney Noes: none Absent: Coons, Mills Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence Incoming: Form 700s from Sierra County Clerk Recorders Office. **Outgoing:** Signed oaths of office for C. King sent to the Sierra County Clerk-Recorders Office along with O. Tenney's Form 700, thank you cards sent to Liebert, Cassidy, Whitmore and Donna Williamson for the Ethics and Harassment Prevention classes. Thank you letter and receipt for tax purposes to Donna Williamson for \$100 donation to the Capital Improvement Fund.

b) Committee/Member/Business Reports:

1. District Chief's Report ~ Interim Chief Jim Buckbee reported that there had been two calls since the last board meeting. One was cancelled right away, and the second one was a request for an agency assist from the Sheriff's Office (SO) for a stranded vehicle on Ridge Road. The SO was short-handed and the call was handled by Jim Buckbee and firefighter C. Gersmehl. The occupants of the car were ill-prepared and had spent the night in the car. It took several hours before the vehicle was finally towed away.

2. Assistant Chiefs' Report: A Blood Borne Pathogens training was held earlier in the month and a Public Safety First Aid Class was conducted at the Pike Firehouse with nine participants from the following fire departments: Pike, Camptonville and N. San Juan.

3. Alleghany Fire Department Auxiliary: ~ The Auxiliary donated money to the district to purchase new sets of CPR mannequins. (4 adult and 4 infant) The old sets are around 15 years old and are still being used but an upgrade was due. They also were purchased by the Auxiliary aka AVFD at the time.

4. Pike Community Support Foundation ~ Chief Buckbee reported that the Foundation paid for the light bar and radios for the new rescue truck. They also are buying gas detectors, headlamps and pager batteries for the Pike City Fire Department. They are going to pay for a split pump heating and cooling system for the upstairs room that will include the components to expand to include the rescue bay later.

5. Board Member/Staff Reports ~ Report provided in writing.

6. Firewise Community Projects ~ Report provided in writing. Chief Buckbee shared that Volcano Creek Logging has been hired to complete a shaded fuel break from the PG&E substation in Pike all the way up Ridge Road as part of the Trapper Project. This will be on both Forest Service and SPI land.

7. *Firehouse Projects & ADA Compliance*:~ Re: Alleghany Station 1 one item under new business

Re: Pike City FH Chief Buckbee reported that he has been getting quotes from companies for a two-bay building. One just came in for \$63,000 and that includes the engineering. His plan is to get a couple more along with some estimates for the concrete, then he will talk to the County about the permit. He is hoping that they have a site plan on file.

8. *Pending Grants* – Cal Fire’s Rural Capacity (50/50) grant application is due by May 5th. \$800 is available for medical supplies. Captain Shay suggested using it to get epi pens.

5. ACTION ITEMS

a) Unfinished Business

1. *Secretary Position*: No applications came in. Rae Bell is going to try rewording the advertisement.

2. *Appoint Officers* It was decided to table this item until next January since it took so long to fill the appointments after Larry Allen died. **Motion made by Director King and seconded by Director Tenney. Ayes: Davis, King, Tenney Noes: none Absent: Coons, Mills Abstain: none ~ Motion carried.**

b) New Business

1. *Capital Improvement Fund Allocation and proposed update to Policy #2010 Reserve Funds* It was decided to table this until all board members are present and they have had more time to look it over.

2. *Consider additional bylaw amendments for general clean-up* It was decided to remove Article III RECORDS (since it has been replaced by policies) and to update article IV (new Article III) as outlined below

ARTICLE IV ELECTION APPOINTMENT OF OFFICERS

1. ~~Election~~ **Appointment** of Officers by the board of directors shall be conducted annually at the January meeting. Appointment only applies to Officer Positions not held by employees. The terms of officer positions held by district employees shall correspond with the term of employment.
2. The Officers shall be: President, Vice President, Secretary & Treasurer.
3. The Term of Office of each ~~elected~~ **appointed** officer shall be one year and shall begin upon ~~election~~ **appointment** in January and shall continue through December.
4. A vacancy in any office shall be filled at the next regular meeting by a ~~vote of the Board~~ **appointment** to fill the unexpired term.

Motion made by Director Tenney and seconded by Director King. Ayes: Davis, King, Tenney Noes: none Absent: Coons, Mills Abstain: none ~ Motion carried.

3. *Request to change regular monthly meeting day*. After a discussion it was decided by consensus to change the regular meeting day to the 3rd Tuesday of the month. The time will remain 6:30 pm

4. *Consider Proposed changes to Policy 1030 Risk Management/Safety* Draft not ready in time for meeting. Item tabled.

5. Consider hiring Eireman construction for repair work at Alleghany Station 1. It was reported that they quoted \$2,000 for the wall repair, metal siding and installation of two new doors (District to provide the doors). \$2,000 to sheetrock the interior where it is missing (front inside wall and above where the loft is, plus inside of repaired wall) and \$1,500 to repaint the front for a total of \$5,500. Proof of insurance and w-9 to be obtained from Contractor prior to work commencement. **Motion to authorize staff to hire Eireman Construction made by Director Tenney and seconded by Director King. Ayes: Davis, King, Tenney Noes: none Absent: Coons, Mills Abstain: none ~ Motion carried.**

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS:

The next regular meeting is scheduled for Tuesday April 15, 2025 at 6:30 pm in Pike.

ADJOURNMENT: There being no further business before the board, the meeting was adjourned at 7:18 PM.

Respectfully submitted,

Rae Bell Arbogast
Interim Secretary

Pliocene Ridge CSD ~ Treasurer's Report for March 2025

Beginning Checking Account Balance \$ 6,578.41

DEPOSITS				Amount
Date	From:	For:		
3/6	Alleghany Fire Dept. Auxiliary	Donation for CPR Mannequins	\$	1,455.39
3/20	Savings	TRANSFER	\$	17,000.00
3/21	\$500 PGE for box in Alleghany \$100 donation for capital improvement fund.		\$	600.00
3/29	Savings	TRANSFER	\$	2,000.00
Deposits Total				\$ 21,055.39

EXPENDITURES				Amount
Ck #	Date	To:	For:	
EFT	3/1	WA Bank Credit Card	Details Below	\$ 2,066.76
		Whybuynew	Balance on new Rescue Truck 6740	\$ 886.59
		various gas stations	Fuel Pike	\$ 281.28
		Badge and Wallet	New Chiefs Badge for J. Buckbee	\$ 116.15
		walmart	antifreeze for vehicles	33.91
		Hills flat lumber	special keys for new rescue truck	125.76
		Savemart	Food for Ethics and Harrsment prevetion training	34.25
		Lifeassist	Medical supplies	\$ 40.24
		Amazon	Speaker phone with extended warranty	\$ 79.78
		Red Cross	5 Students at \$40 each billed to Quartzview (16 to1)	\$ 200.00
		Red Cross	AED Trainer for Red Cross Classes	\$ 268.80
		note: Red Cross wants 1 trainer for every 2 students, we have two trainers now.		
EFT	3/3	PGE		\$ 795.71
			Alleghany Firehouse	197.37
			Pike Firehouse	\$ 256.12
			Alleghany Streetlights	\$ 304.10
			Forest City Streetlights	\$ 38.12
		Quickbooks charges \$35 for 5 employees at \$7 each for Jan PR + 1/3 annual		
835	3/4	Rae Bell Reimburse	PR Module \$233.33 minus \$56 overcharged in Feb.	212.33
2761	3/4	AT&T	Phones	\$ 72.11
2762	3/4	Sierra County Public Works	fuel Alleghany	\$ 29.26
2763		VOID		
2764		VOID		
836	3/7	Postmaster	Roll of Stamps	\$ 73.00
837	3/20	C. King	Firefighter Endorsement reimburse DMV Fees	\$ 45.00
2765	3/21	Cameron Shay	Payroll for all 2024 assignments that he was on Gross	\$15,351.71 \$ 10,499.95
2766	3/21	Rae Bell Arbogast	March Paycheck for February 2025 Hours Gross	\$ 532.13 \$ 491.41
2767	3/21	Christina Dorn	Chris Dorns wages owed on OES # 240163	\$ 1,749.72
EFT	3/21	IRS EFTPS	March 2025 Federal Payroll taxes	\$ 5,218.26
EFT	3/21	EDD	March 2025 State Payroll Taxes	\$ 1,152.43

Reserve Account Detail		Expenditures/transfers out Total	\$ 22,405.94
Contingency	\$ 21,500.00	Ending Checking Account Balance	\$ 5,227.86
Alleghany Fire Unallocated	\$ 8,000.00	Starting Savings account balance	\$ 62,081.69
Pike City Fire Unallocated	\$ 20,950.00	3/20 Tr to checking	\$ (17,000.00)
Alleghany Firehouses	\$ 11,409.37	3/29 Tr to Checking	\$ (2,000.00)
Pike City Firehouse	\$ 3,064.76	interest	\$ 9.30
Alleghany Fleet	\$ 4,588.78	Ending Savings Account Balance	\$ 43,090.99
Pike City Fleet	\$ 1,202.95	General Fire Fund Total	\$ 48,318.85
Alleghany Dispatch Office	\$ 700.00	All Fire Funds (including reserves)	\$ 220,388.03
Streetlights	\$ 9,018.15	Note: Current year streetlight income/expense is comingled with general fire fund.	
EMS Vehicle Fund	\$ 250.00	Reserve account Starting Balance	\$ 80,695.80
Interest Earned	\$ 17.76	Interest earned	\$ 5.97
Reserve Account Total	\$ 80,701.77	Reserve account Ending Balance	\$ 80,701.77
CA Class investment			
2/27 Transfer from Savings	\$ 100,000.00		
Interest earned	\$ 385.56		
Balance	\$ 100,385.56		

Report prepared by Rae Bell Arbogast, Treasurer

Total All Funds \$ 229,406.18

Verified against bank statement and QB balances by: X
 Note: Savings and Reserve account reconciled quarterly.



RISK MANAGEMENT/SAFETY

Risk Management is the process of minimizing losses. Safety is always the primary consideration for all district operations. PRCSD has considerable assets and is engaged in a wide range of activities. Risk exposure may include but is not limited to loss of assets, loss from adverse judgments at law, and loss from work-related injuries or illnesses.

Effective risk management requires an appropriate balance of risk assumption and risk reduction. To minimize risk exposure the Board will develop and maintain a Risk Management and Injury & Illness Prevention Program that will identify exposures and develop Policies & Procedures, as well as specific projects to maintain safety and reduce risk.

A Risk Manager shall be appointed by the Board annually in ~~June~~ January.

The Risk Manager shall regularly report to the Board any exposures that require immediate action or long-term planning.

RISK MANAGEMENT/SAFETY PROGRAM

Risk Manager shall:

- A. Serve as Chairperson of the Risk Management/Safety Committee.
- B. Recruit members to serve on the Risk Management/Safety Committee as outlined below.
- C. Serve as the contact between the District's insurer and the District's board, apprising each of the status of the Risk Management/Safety Program.
- D. Assist staff with incorporating Risk Reduction/Safety Policies & Procedures into the Personnel handbook and promote its use and understanding.
- E. Work with District Staff to provide the District's insurer current, complete, and accurate information for appraisal of the replacement values of all buildings, vehicles and contents covered by the insurer.
- F. Ensure that the **Injury & Illness Prevention Program** is up-to-date and being implemented.



RISK MANAGEMENT/SAFETY

Risk Management/Safety Committee shall:

- A. Consist of:
 - 1) At least one board member and no more than two board members
 - 2) One member from the Alleghany Fire Department and/or community
 - 3) One member from the Pike City Fire Department and/or community
 - 4) The District Secretary
- B. Meet quarterly.
- C. Identify risk exposures and develop programs that create and maintain a culture of safety and risk reduction.
- D. Identify the statutory and contractual obligations regarding Insurance, Safety and Risk Management and develop programs that will assist the District in compliance with these obligations.
- E. Annually establish a list of objectives for the coming year and report on the status of the previous year's objectives. This may be done as part of Golden State RMA's Risk Management Accreditation Program.
- F. ~~Function as an ongoing program that requires continual maintenance, updating, and dissemination of information.~~
- G. ~~Annually in March prepare a written status report of all objectives for Board approval.~~



**Staff report for meeting date 4/15/2025 Version Two updated 4/14/2025
CORRECTION & update to comments/suggestions on Agenda item 5. a) 2: Capital
Improvement Fund (CIP)**

Prepared by Rae Bell Arbogast, District Manager/Treasurer

Disclaimer: any opinions expressed in this document belong to the author and do not represent the official stance of the district.

Agenda item 4. a) Correspondence since last meeting.

Incoming: Invitation to Cal Fire Assistance Committee meetings, Notice from Norcal EMS that they are dissolving their non-profit corporation and will be changing to a Joint Powers Authority [Other than paperwork that will need to be signed by PRCSO, there will be no operational changes]. Notice from AT&T re: Public Hearings re: CPUC proceedings to update the Carrier of Last resort rules.

Outgoing: Signed form 700s sent the Sierra County Clerk-Recorder's office

Agenda item 4. b) 5 Staff Reports.

Risk Management Accreditation Program (RMAP) Our score was 7% and a refund check for \$944.16 is being mailed to the district.

County-Wide Hazard Mitigation Plan - Status of PRCSO Annex Part 1 of the annex was completed on 3/28/2025. The next planning partner meeting is scheduled for Tuesday April 29th in Downieville with a remote login option available. A copy of the annex is included in the online meeting documents.

Agenda item 4. b) 6 Firewise We have been getting invitations from other firewise communities and associations to participate in their events, but we can barely keep up with our own tasks here, so I have been declining the invitations.

Agenda item 4. b) 8 Pending Grants Cal Fires Rural Capacity 50/50 grant application is due May 5th. Re medical supply grant of \$800 from the Health Dept. Epi pens cannot be purchased.

Agenda item 5. a) 2: Capital Improvement Fund (CIP) and update to Policy #2010 Reserve Funds.
The board voted to create a CIP fund last October but was waiting for the CAL OES Standby income to arrive before allocating funds. My suggestion is to designate a portion of the \$100,000 investment in California Class as the "Capital Improvement Fund" and that the following text be added to Policy #2010 Reserve Funds.

Under **Policy 2010 Definitions** add:

Capital Improvement Fund This fund is dedicated to significant physical improvements, repairs, and renovations to district infrastructure and facilities. ~~It may also be used to purchase fire apparatus (engines and other vehicles required for Fire and EMS services).~~

Under **Policy 2010 Procedures** add:

The board may invest reserve funds per Policy # 2140. The balance of such investments shall be reported monthly by the District Treasurer. Interest on such investments shall be *(allocated to the general fire fund or kept in reserves?)* Currently the Policy states that interest earned on reserve funds shall be allocated to the "General Fire Fund". My recommendation is to keep the Policy as is, with the interest allocated to the General Fire Fund but I wanted the Board to be aware of this and to weigh-in if they think differently. The California Class Fund allows for sub-accounts making it easy to keep interest earned tied to a specific pot of money if the board chooses to go that route.

The district did receive one \$100 donation for the CIP in March.

Agenda item 5. a) 3: Consider update to Policy 1030 Risk Management and Safety. Draft copy provided in the packets.

Agenda item 5. a) 4 Additional Bylaw Clean-up Once again, while working on reformatting the bylaws with the last two month's adopted changes, I noticed another item that should be updated:

ARTICLE VII ORIENTATION OF BOARD MEMBERS & GENERAL CONDUCT

New Board members shall be given **a copy of the most recently adopted Director's Handbook**. ~~selected materials on the duties and responsibilities associated with Board membership, to include the: PRCS D HANDBOOK OF BYLAWS, POLICIES and PROCEDURES~~

Also, after giving this further thought, I would like to recommend that the board remove the language below from the beginning of the Bylaws. I am not aware of any reason why this needs to be in the bylaws.

DEFINITIONS

~~The Alleghany firehouses shall be known as Alleghany Station 1, located at 105 Plaza Court and Alleghany Station 2, located at 114 Miners Street; the Pike City firehouse shall be known as Station 67 or the Pike City Firehouse, located at 100 Pike City Road, Pike.~~

Agenda item 5. b) 1 Authorize District Fire Chief and/or Manager to cast ballots for membership associations The district receives voting requests for board members and bylaw changes from organizations that it is a member of. Currently The California Special District's Association and Golden State Risk Management Authority are the main ones. I usually just ignore them, because it seems like a waste of everyone's time to add these to our agenda for board approval. A way around that is for the board to approve having the Fire Chief and/or District Manager vote for the district. I would suggest keeping the language this way with the "and/or" included. If approved this will be added to the administrative duties policy.

Agenda item 5. b) 2 Request for the district to pay for American Heart Association (AHA) Instructor Training [For me] Our medical authority NOCAL EMS prefers AHA CPR classes over Red Cross CPR classes. I took an AHA class in Downieville in February and I can see why. The Red Cross class is geared towards lifeguards and the AHA class is geared more towards first responders. I did some research, and I can do most of the training online with an in-person test in Reno. The cost is \$152.45 for the materials plus a \$300 registration fee. There might be additional tax and shipping costs.