



Staff report for meeting date 3/16/2023

Prepared by Secretary/Treasurer Rae Bell Arbogast– *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:** Gov. Compensation report letter and PW from Calif. State Controller (scanned and forwarded to Blain Boden), Donation of \$5,000 for the Allegheny Fire Department from a donor who wishes to remain anonymous, Blank Form 700s from Sierra County Clerk-Recorders office

**Outgoing:** Secretary of State Registry of Public Agencies form SF-405 (used to be called Statement of Information) mailed to the Secretary of State to update the board and officers, notices from Chief Dorn sent to a few individuals who were removed from the active roster this year, due to a lack of training attendance and call response per district policy, new ID cards issued to all active first responders, thank you letter and receipt for tax purposes for \$5,000 donation listed above

#### **Agenda item 4. b) 5 Board member/Staff reports**

- NFIRS (National Fire Incident Reporting System): FINALLY! I am happy to report that on March 10, 2023 I entered our first run in NFIRS. This is HUGE for qualifying for certain federal grants and is a legal requirement for fire calls. It is not required for calls other than fire calls, but by using the program for ALL calls it will create a database that can be accessed from anywhere with summary reports, and other tools available for free. Firefighter Cameron Shay has expressed an interest in learning the system and I am hoping that the other Chief Officers will also get registered.
- Electronic Sign Donation: NOTE: The district auditors recommended booking the donation of the electronic sign to this fiscal year (22/23) because the donation was accepted in October 2023 and the sign was not installed until after July 1<sup>st</sup> (this fiscal year). Probably we need to revisit the “non-cash” donations policy and change it, so that donations are booked when they are ACCEPTED, not when the donor purchased the item. This would simplify the bookkeeping.

#### **Agenda item 4. b) 7 Firehouse Projects and ADA compliance**

A copy of the 2021 ADA compliance survey for the Pike Firehouse by architect Bruce Boyd was given to Roland.

The snowstorms tied up district staff and there was not time to focus on any of this! Note: Chief Dorn and Ned Cusato are on the Sierra County Road crew. They work around the clock when it is stormy and have zero time for anything else. One of our newer firefighters: Chris Gersmel is also a new addition to the road crew. **Thank you road crew!!** The rest of us have been busy shoveling snow.

#### **Agenda item 4. b) 8 Pending Grants**

- ❖ CDF 50/50 grant for Fiscal year 21/22 – we still have not received the EMS turnouts, we were told on 3/3 that they had shipped from Mexico (where the manufacturer moved) and that a tracking number would be available as soon as they cross the border! I am following up regularly, but we will not be using this vendor in the future.
- ❖ CDF 50/50 grant for Fiscal year 22/23 – Expecting payment for 50% of the hose pack costs any day now.
- ❖ CDF 50/50 grant for Fiscal year 23/24 - The application is due by May 4<sup>th</sup>.
- ❖ Additional siren for Allegheny. – nothing new to report

**Agenda item 5. b) 1 Proposed changes to POLICY # 2010 Funds**

Chief Dorn and I reviewed the Reserve Fund Policy, specifically the portion that has to do with mutual aid and emergency response revenues (excerpt at bottom). **We would like the PRCSD board to consider removing that section entirely from the Reserve fund policy for the following reasons:**

1. This policy ties the hands of the district, as to how mutual aid income can be spent. 2. The General Fund pays all district overhead which in turn makes mutual aid response possible. The formula for arriving at a “net gain” from such calls does not take all overhead expenses into account, and it would be almost impossible to arrive at an exact number for ALL expenses related to mutual aid calls. 3. As an example, the two most recent mutual aid calls were staffed by a vehicle from Alleghany with two crew members from the Pike Fire Department and one crew member from the Alleghany Fire Dept. The only “net gain” is from the vehicle revenue plus the administrative fee that was paid to the district. We anticipate more calls like this, with a mixed crew from both fire departments. We think the money should be left in the General Fund, and in turn, the General Fund should be sufficient to cover vehicle and equipment maintenance. Building up the general fund balance will also help with the cost of Capital Improvements and Purchases based on the highest priorities. 4. Making this policy change will also simplify the bookkeeping and fund tracking.

**EXCERPT From Current Policy 2010 Reserve Funds PROCEDURES (Proposed removal of this section would result in revenues earned remaining in the general fund)**

Mutual Aid Income Fund Allocation

Revenues generated by Mutual Aid contracts shall be allocated to the station generating the funds and the general fund as follows:

- Payment of employee/volunteer wages as specified in the mutual aid contract including applicable payroll taxes shall be subtracted from the gross receipt to arrive at the net income.
- Net income shall be allocated to the dept that earned the income as follows 20% to the Building Fund; 55% to the Station vehicle fund; 25% to the District general fund.

Emergency Response Income Fund Allocation

Revenues generated by Ordinance #1 (charge is \$750 per call) shall be allocated to the station generating the funds and the general fund as follows

- \$150 to the District general fund. \$600 to an “unallocated fund” for the responding department OR \$300 to each department if both respond (split 50/50).

**END OF POLICY EXCERPT**

**Agenda item 5. b) 2 & 3 2022 MUTUAL AID CALL SUMMARY**

Payroll was paid March 6<sup>th</sup> and will be on the March treasurer’s report.

<b>Time and a half w/out WC</b>	<b>WC</b>	<b>Hourly rate paid by Cal OES includes WC</b>		<b>\$ 42.54</b>					
<b>39.95</b>	2.59	Workers comp rate		6%					
Firefighters were paid \$39.95 per hour, plus meals reimbursed by CAL OES									
	Call 1 hours	Call 2 hours	Total Hours	Gross taxable	Meals	Total Gross	Net paycheck	Ck #	
Chris Dorn	36.25	120	156.25	\$ 6,242.19	\$ 257.00	\$ 6,499.19	\$ 5,661.71	2663	
Edward Cusato	24	168	192	\$ 7,670.40	\$ 378.00	\$ 8,048.40	\$ 7,340.52	2664	
Cameron Shay	36.25	0	36.25	\$ 1,448.19	\$ -	\$ 1,448.19	\$ 1,337.40	2661	
Ethan Esch	12.25	48	60.25	\$ 2,406.99	\$ 121.00	\$ 2,527.99	\$ 2,343.86	2665	
Chris Gibbs	0	168	168	\$ 6,711.60	\$ 378.00	\$ 7,089.60	\$ 6,149.89	2662	
total hours per call	108.75	504		<b>\$ 24,479.36</b>	<b>\$1,134.00</b>	<b>\$25,613.36</b>	<b>\$ 22,833.38</b>		
divided by 3 (double check)	36.25	168							

cont.

PAID BY CAL OES						
	Personnel	Equipment	Exp.	Admin	Total	
Sept.	\$ 21,440.16	\$ 14,991.20	\$ 1,461.52	\$ 3,789.29	\$ 41,682.17	February Deposit
Aug.	\$ 4,626.22	\$ 3,781.26	0	840.75	\$ 9,248.23	January Deposit
<b>totals</b>	<b>\$ 26,066.38</b>	<b>\$ 18,772.46</b>	<b>\$ 1,461.52</b>	<b>\$ 4,630.04</b>	<b>\$ 50,930.40</b>	<b>Total Paid to District</b>
<b>Direct Expenses listed below</b>						
					\$ 25,613.36	PR Gross (the net of \$22,833.38 was paid to employees on March 6th)
	Note: Total payroll tax liability of \$5,414.55 will be paid in April				\$ 2,634.56	PR Taxes District responsibility approximately 11% of gross payroll
	This includes employee withholdings + co. portion State & Fed.				\$ 460.00	Admin. payable to Rae Bell to-date expect a few more hours @ \$20 per hour (goes back to July 2022)
					\$ 1,468.76	Workers comp 6% won't be reflected on insurance until next fiscal year not charged on per diem (meals)
					<b>\$ 20,753.72</b>	<b>Approximate District Net</b>

### Pending items not addressed on this month's agenda:

(Staff needs more time to work on them before presenting to the board, more info needed, or conditions not right to proceed)

- Water Tender Upgrade (defined as highest fleet priority first by the Chief(s) then the board in Sept. 2022 with letter to USDA Rural Development). Rae Bell to talk to USDA rep. plus Chris Dorn has some leads that he is working.
- Fund Policy revision including simplified tracking sheet (initial suggestion submitted by staff for board consideration this month March 2023)
- MOU with non-profits (name changes) We are waiting on documentation for the Alleghany Volunteer Fundraising District. I have offered to help them with their compliance issues.
- Engine Bay conversion to ADA friendly space Pike firehouse (need cost estimate).
- Signage for firehouses (Need signs with updated department names and updated district logo)
- Long-term plan for adding two larger engine bays in Pike (defined as highest capital improvement priority first by the Chief(s) then the board in Sept. 2022 with letter to USDA Rural Development)
- **Repair to west wall of Station 1 in Alleghany. The metal siding was purchased last April, arrived last summer and is sitting in the County Yard. The wall has CRUNCHED down more with recent snows! The door is very difficult to close. This project cannot be done until the snow is gone, and it requires good weather. In the meantime we are keeping an eye on it. If necessary, a temporary support could be installed.**
- Proposed changes to Ordinance #1 discussed in Feb. 2023 – Larry Allen found additional code that would allow us to bill for environmental spills & clean-up. More legal research is needed before a new draft will be ready for the first reading.