

In order to speed up our first remote meeting, most of the reports are in writing this month. They will NOT be read at the meeting. Questions or additions can be asked/given at the meeting.

#### 4. INFORMATION/DISCUSSION ITEMS, STAFF &/OR COMMITTEE REPORTS

- a) **Correspondence:** Request for roster update from Calif. Special Dist. Association, completed and sent back, Form 700s mailed to Sierra County Clerk-Recorder, Request from State Controller for 2019 Government Compensation report forwarded to the auditor who completed it for us, State Controllers report for FY18/19 filed by auditor, representation letter from auditors Boden, Klein & Sneesby (copy posted on meeting page on website)

b) **Committee/Member/Business Reports:**

**Station 71 Chief's report** There were two medical calls and one fire call since the last meeting. A purchase of 10 small handheld radios was recently made. These are fairly inexpensive (\$30 each). Jim & Ned have been trying them out for over a year and they work fine. The idea is to have one in each vehicle as a spare and they will be handed out to the active volunteers who want one too.

**Station 67 Chief's report** All trainings for Pike and Alleghany have been cancelled due to the covid-19 concerns. The First responder course that was scheduled for April and May was also cancelled. Pike had multiple power lines down with trees in the power lanes during the mid-March storms. One mutual aid call for a structure fire in NSJ which and were cancelled. I am in communication with potential "partners" for the Firewise effort including the PG&E contractors who are clearing the power lines in our area. Their hours can be counted and so far they have 19,800 hours and they aren't finished. The clean-up work from the storms, that the county is doing now also can be counted.

**Board Member/Staff Reports –**

Staff report from District Administrator Rae Bell:

- We were contacted by PG&E in early March about the possibility of creating a community resource center at Station 1 in Alleghany during future public safety shut-offs. The advantage of this would be that they would install a switch at no cost to the district. The generator would be provided (on loan) by them on a seasonal basis May through Oct. We would have to agree to let them use the building 24/7 during outages and they would staff it. I explained to them that the building is not 100% ADA compliant and they said that may or may not be an issue (they address it with temporary measures if they can). They will be sending an electrician and ADA person to look at the firehouse soon. If they think it is doable they will send a contract for PRCSD board approval. They pay a per day use fee, so this has to potential to generate some income.
- A title-22 first aid class for first responders was held on Jan 31<sup>st</sup> and March 1<sup>st</sup>. We applied for a training grant from the district's insurance company to cover the cost and they approved it. I was the instructor. Twelve firefighters attended. The class fee was \$75 per student (\$900 total) which covered the Red Cross fee of \$38 per student plus \$37 each for my time and materials. I decided to let my Red Cross teaching certificates expire this year, so we will have to find a new instructor moving forward.
- On January 27<sup>th</sup> County Clerk Heather Foster appointed me as a Deputy Clerk for the sole purpose of administering oaths and witnessing signatures for Pliocene Ridge CSD.

#### **Agenda item 5. a) 1. Alleghany Firehouse Project**

After consulting with our USDA-RD rep. and the County building dept., it was decided to go with Dan Guyer's recommendation of splitting the project into two phases with a separate permit for each phase. Phase 1 encompasses the covered walkway, stairs and ADA path of travel, drainage improvements and 8 x 8 room. Phase 2 will encompass making the bathroom ADA compliant and the meeting room more ADA compliant than it currently is.

The building permit application for Phase 1 was submitted to the County on March 23<sup>rd</sup>. A request was also sent to the Board of Supervisors the same day to waive the building permit fees. Most of the fees were waived at the April 7<sup>th</sup> Board of Supervisors meeting. We are still hoping to break ground this spring.

## **Agenda item 5.a)2. Pike Firehouse Project**

Regarding the possibility of seeking a USDA grant for the ADA compliance project: I talked to our USDA-RD Rep about the match requirements and whether-or-not the US census data would suffice to determine the required funding match amount and the answer was "Yes". Based on the 2010 Census income figures for Pike, Pike qualifies for 75% funding (maximum). It will take a couple of years for the 2020 Census data to be input, so if we think incomes in Pike may have risen in the last ten years we should try to get the application in ASAP.

I also contacted Architect Bruce Boyd about doing a "an ADA building assessment" for the Pike Firehouse and he is willing to do that free of charge. If we need Bruce to draw the plans he will bill for that, but his fees would count toward the match requirement if the project gets approved. We had planned on meeting March 17<sup>th</sup> but that's when the weather got bad so we cancelled. We will reschedule when the "shelter in place" order is over.

### **Pike Firehouse Generator Project not signed-off yet.**

On March 10<sup>th</sup> we got an email from the Planning dept saying that the parcel # on the quitclaim deed for the easement was wrong. In order to have the generator permit finalized it will have to be corrected. I contacted Bill A to Z and he said he can will prepare the paperwork to correct it.

## **Agenda Item 5. A) 3. Homeland Security Grant(s) update**

Back-up Generator Gray Electric did a site visit at the Alleghany Firehouse on Monday March 9<sup>th</sup> and we should get a quote within two weeks. (need to follow-up) He said that in Nevada County it is required that the output of the generator equal the capacity of the electrical panel. Currently there is a 100 amp panel at the firehouse. He is going to get the Sierra County Specs. Even if PG&E were to decide to use the firehouse as a community resource center and wanted to increase the amps on the panel, he said they could put a sub panel in for the permanent set-up. He is going to provide the quote based on the current panel. The panel itself does not need to be upgraded (we replaced it about 10 years ago now).

Dispatch Office report from Vicky Tenney The equipment was installed by Banner Electronics in February. The radio in the dispatch office is operational. Before dispatching can occur, updated information from Downieville Fire Dispatch Office must be given. Due to the pandemic, there has been a delay in this process. When it is permissible, I will be visiting the Dispatch Supervisor to obtain all updated information & procedures.

**Under New Business: Agenda item 5b.4 Computer software expense:** I (Rae Bell) provide the district's accounting software at no cost but it does not include the payroll module which requires an annual subscription. The payroll subscription costs \$650 per year and covers up to three companies. Up until now, the district has not been charged for this, but effective this year I need to be reimbursed. I have billed the district 1/3 of the cost or \$216.66 which will put the office expense line item over budget. Because the payment is to me, I wanted to get board approval BEFORE paying it. The funds can be pulled out of the savings account if necessary. It is not worth it to adjust the budget for this amount.