



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

Date: Thursday April 21, 2022 Time: 6:30 pm

Location: Alleghany Fire Station 2, 514 Miners Street, Alleghany

1. ESTABLISH QUORUM & CALL TO ORDER: The meeting was called to order at 6:30 pm by President Larry Allen. Flag Salute. Present: Board members, Larry Allen, Bruce Coons, Grace Knowles and Chris Mills. Also in attendance: District Fire Chief Chris Dorn, Alleghany Assistant Chiefs David Arbogast & Ned Cusato, and newly appointed board nominee Pam Davis. PRCSD Secretary Rae Bell Arbogast took the minutes.

Pam Davis was welcomed as the newly appointed board member. [Note: She was appointed by the Sierra County board of supervisors on April 19th and PRCSD did not get the oath of office papers in time for the meeting. For this reason, she is not counted on the votes.]

2. CONSENT CALENDAR:

Agenda, Minutes and Treasurer's report

A motion was made to approve the consent calendar. Motion made by Grace Knowles, seconded by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: none Abstain: none Vacant: one~ Motion carried.

3. PUBLIC COMMENT: none

4. INFORMATION/DISCUSSION ITEMS

a) *Correspondence* See Staff report for list.

b) *Committee/Member/Business Reports:*

1. *Chiefs Report* ~ Chief Dorn reported that call volume has been low which is good. They have been training to get ready for wildland fire season. Retired Nevada County Chief Tom Browning will be doing a presentation on May 2nd about the Beaver Fire burn-over. All board members are invited to attend. It is a good presentation.

The previous Friday he got a text message from another Nevada County Consolidated Fire Chief asking if we were interested in some surplus equipment and he accepted it. A whole pallet of appliances, nozzles, fittings etc was picked up and will be split between the Pike and Alleghany Fire Departments.

Should be getting the new firetruck for Alleghany from the Peardale/Chicago Park FPD next week. Price is \$17,500.

2. *Assistant Chief's report:* Assistant Chief Cusato reported that they got the old engine 7180 started and will be washing it and taking new pictures soon.

3. *AVFD Inc. Non-Profit Corp:* ~ No report

4. *Pike Community Support Foundation* ~ Grace Knowles reported that they found an electronic sign that everyone agreed on for \$2,780. They are working on getting their fundraising program back up and running after COVID shut it down. They are planning a bake sale for June 18th information will be in the May newsletter. Their next board meeting will be on May 11th.

5. *Firewise Community Projects* ~ There was a discussion about using some of the firewise admin money to hire somebody to draw evacuation maps, as explained in the written staff report. [a motion was made, but this was not properly agendized as an action item.]

6. *Firehouse Projects & ADA Compliance*: Chris Mills wanted to bring it to everyone's attention that the asphalt at the Pike Firehouse is degrading on the east end of the driveway. Chris Dorn explained that he is aware of it, but it isn't the highest priority at this time. The goal is to incorporate the repair work with a County project if possible. He and Ned will be watching for that opportunity.

8. *Pending Grants*: Written report provided. Rae Bell to follow-up with Lee Brown on the homeland security grants.

5. ACTION ITEMS

a) Unfinished Business

1. *Bylaws-Policies* – A draft revision to Policy #2010 Funds was presented for consideration at the May 19th meeting.

2. *MOU between the District and the non-profit corporations*: Nothing new to report.

3. *Discus title III monies request*: Report provided in writing. By consensus it was agreed that Rae Bell should continue to inquire about the possibility of requesting money for on-the-ground fuels reduction work.

b) New Business

1. *Firetruck bid opening*: Only one bid under the minimum bid amount was received for engine 7180.

A motion was made to lower the minimum bid amounts as follows:

Truck #1 lower from \$10,000 to \$7,500 Truck #2 lower from \$5,000 to \$3,000 and Truck #2 remains at \$2,000.

Motion made by Bruce Coons, seconded by Chris Mills Ayes: Allen, Coons, Mills Nays: none Absent: none Abstain: none Vacant: one~ Motion carried.

2. *Approve expenditures for repairs to Alleghany Firehouse Station 1 \$3,030 to have all screws in the roof replaced plus \$ 2,306.26 for new metal siding for the west wall (materials only).* **Motion made by Chris Mills, seconded by Grace Knowlse Ayes: Allen, Coons, Mills Nays: none Absent: none Abstain: none Vacant: one~ Motion carried.**

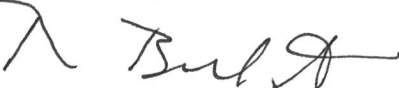
ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS

The next regular meeting is scheduled for May 19, 2022 to be held at the Pike Firehouse if the weather is good. Agenda items: Preliminary budget initial presentation, bank signature card for recent board changes, Policy #2010 amendment.

ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 7:07 PM.

Respectfully submitted,



Rae Bell Arbogast
Secretary



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

plioceneridge.org

plioceneridge@gmail.com

CERTIFICATE OF POSTING

I, Rae Bell Arbogast certify that the following document was posted on behalf of Pliocene Ridge CSD, Sierra County California:

Regular Meeting Agenda Meeting date: 4/21/2022

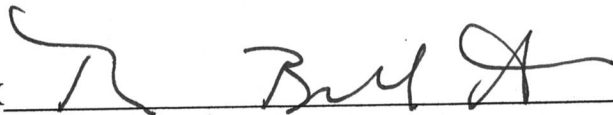
In the following location(s):

Alleghany Post Office Bulletin Board, ~~The Alleghany Firehouse~~, plioceneridge.org, emailed to agenda list. ~~Jim to post at Pike Firehouse~~ Station 2

On 4/18/22 (date)

A copy of which is attached hereto and by reference made a part hereof.

Signed under penalty of perjury: X



Rae Bell Arbogast



Pliocene Ridge Community Services District

100 Pike City Road
Pike City, CA 95960

plioceneridge.org

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NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS

Thursday April 21, 2022 6:30 pm
Station 2 Alleghany 514 Miners Street

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE welcome to new board member Pam Davis appointed by the Sierra County Board of Supervisors on April 12th to finish out Dan Guyer's term.
2. CONSENT CALENDAR
 - a) Approval of Agenda, b) Approve Minutes for regular meeting held March 17, 2022 c) Ratify Treasurer's report & bill payments for March 2022
3. PUBLIC COMMENT: Complaints about individuals are to be submitted in writing per Article II section 15 of the bylaws. 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 since last meeting
 - b) Committee/Member/Business Reports:
 1. District Chief's report
 2. Assistant Chiefs' report
 3. Alleghany Volunteer Fundraising District
 4. Pike Community Support Foundation
 5. Firewise Communities
 6. Firehouse Projects & ADA Compliance ~
 7. Pending Grants – Homeland Security, CDF 50/50
5. DISCUSSION and POSSIBLE ACTION ITEMS:
 - a) Unfinished business:
 1. Ongoing Bylaws & Policy review and/or update: Amendment to Policy 2010 FUNDS and changes to employee handbook. Draft documents to be provided by meeting date for May consideration/adoption.
 2. Memorandum of understanding with non-profits – need to prepare an addendum stating the new names
 3. Discuss title III potential additional \$ request to BOS ~
 - b) New business
 1. Fire Truck Bid Opening (if applicable) Consider changing minimum bid amounts if there is a lack of interest.
 2. Approve expenditures for repairs to Alleghany Firehouse Station 1 \$3,030 to have all screws in the roof replaced plus \$ 2,306.26 for new metal siding for the west wall (materials only).
6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date May 19, 2022.
Agenda Items: Update bank signature card and safety deposit box. Preliminary budget for FY 22/23 to be included in packets to be voted on in June. P&P changes as listed above.
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.



Pliocene Ridge Community Services District

Serving the Communities of Allegheny, Forest City and Pike City

100 Pike City Road

Pike City, CA 95960

plioceneridge.org

Treasurer's Report for March 2022

Beginning Checking Account Balance \$ 4,033.36

DEPOSITS

Date	From:	For:	Amount
3/14	Savings		\$ 2,000.00
3/31	Sierra County Auditor	Firewise administration title III monies	\$ 1,573.80
Deposits Total			\$ 3,573.80

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	3/3	PG&E	(detail below)	\$ 529.27
			PG&E Allegheny Firehouse Station 1	\$ 156.24
			PG&E Pike Firehouse	\$ 83.53
			Streetlights - Forest	\$ 17.53
			Streetlights - Allegheny	\$ 271.97
EFT	3/1	WA Credit Card	sample hats Allegheny FD \$35.37 Hose purchase on 50/50 grant \$1,916.24	\$ 1,951.61
774	3/10	Postmaster	3 rolls of stamps for firewise mailing to be billed to title III	\$ 174.00
2615	3/15	AT&T	phones Allegheny & Pike split 50/50	\$ 53.88
2616	3/15	Riebes Auto	parts for water tender 6790	\$ 41.64
2617	3/15	Sierra County Public works	Fuel Allegheny FD \$40.79 Fuel Pike FD 321.32	\$ 362.11
2618	3/15	Sierra County Assessor	address list for firewise mailing to be billed to title III	\$ 104.06
2619	3/15	Suburban Propane	Propane Allegheny Station 1	\$ 232.89
775	3/28	Rae Bell reimburse	\$166.67 for 1/3 QB payroll subscription and \$9.75 batteries from CVS	\$ 176.42
776	3/28	Reibies	Battery for 6790	\$ 282.70
777	3/28	AT&T	phones Allegheny & Pike split 50/50	\$ 54.23
778		VOID		
779	3/29	Quill	Heavy-duty stapler for training materials plus box of staples	\$ 39.54
2620	3/29	Rae Bell Arbogast	Red Cross title 22 class instructors fee (to be covered by training grant)	\$ 500.00
			Red Cross Cont. 8 students at \$50 (2-day course equivalent) 4 students at \$25 (got partial certification).	
			Expenditures/transfers Total	\$ 4,502.35

Reserve Account Detail	
Contingency	\$ 24,500.00
Allegheny Fire Unallocated	\$ 3,000.00
Allegheny Dispatch Office	\$ 700.00
Pike City Fire Unallocated	\$ 10,000.00
Streetlights	\$ 6,224.03
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 3,964.06
Allegheny Firehouse	\$ 1,409.37
Allegheny Engines *	\$ 14,879.35
Interest Earned	\$ 10.05
Reserve Account Total	\$ 67,751.62

* \$8,000 for Allegheny vehicle purchase only

Ending Checking Account Balance \$ 3,104.81

Starting Savings account balance \$ 28,046.23

transfer to Checking \$ (2,000.00)

interest earned \$ 1.88

Ending Savings Account Balance \$ 26,048.11

General Fund (accounts listed above) Total \$ 29,152.92

Reserve account Starting Balance \$ 67,746.61

to update funds for year end

interest earned \$ 5.01

Reserve account Ending Balance \$ 67,751.62

Report prepared by Rae Bell, Treasurer

Total ALL FUNDS \$ 96,904.54

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



Staff report for meeting date 4/21/2022

Prepared by Rae Bell – *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

Incoming: Board member application from Pam Davis, several completed disaster preparedness surveys

Outgoing: Form 700s for all directors and managers sent to the Sierra County Clerk-recorder, Thank you card to Steven Zumalt for \$200 donation,

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

- PGE ENERGY AUDIT – On Friday April 1st I had a phone conference with all involved parties to see if this program could be used to upgrade the heaters in both the Pike Firehouse and Alleghany Station 1. They requested photographs, square-footage and drawings of both structures to help them determine who to send for the “on the ground” survey. All requested information was provided to them on April 13th.
- Money for PGE community resource center in Pike – They seem to have lost track of this. If anybody can come up with an actual date(s), I might make more progress.
- Money for PGE community resource center in Alleghany – A check for \$13,000 has been received! This goes back approximately 2 years. A big thank you to Ned Cusato and others who helped accommodate PG&E. It often requires moving the vehicles out on short-notice and they call at all hours of the day and night.
- NFIRS (National FIRE Incident Reporting System)-this is not part of my job description, but it could help with grant applications, and it IS a legal requirement! I simply haven’t found the time to work on it. If anybody else wants to take this on, let me know. Possibly the district needs to consider offering compensation to do this? Maybe a small amount per run and we ask the firefighters if any of them are interested? I will place it on the May agenda for consideration. Getting set-up is what is most time-consuming. I think that once it is set-up entering the runs won’t take very long.

We do get an email every month from dispatch with a list of runs. I will start providing the list for the previous month in each month’s staff report, attached at the end of this report.

Agenda item 4. b) 6 Firewise Communities – The potluck held on April 9th at Plum Valley was well attended with a total of approximately 35 attendees. A huge thank you to Jim Buckbee for making amazing pulled-pork sandwiches on short notice!!! Three PRCSO resolutions of appreciation were handed out at the potluck: one for each non-profit corporation (passed last June) and one for Daniel Guyer (adopted last month).

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SIREN FOR STATION 2 IN ALLEGHANY
LIFT KITS & THERMAL IMAGING CAMERA FOR PIKE FIRE

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I included a proposed amendment to the FUND policy on this month's agenda for possible adoption next month. The changes suggest that the vehicle and building funds should be prioritized for non-maintenance expenditures (replacement or big projects/repairs) whenever possible. In some instances, waiting until the fiscal year is closed-out will be necessary to determine if funds need to be pulled from the Reserve Funds. I suggest that the money for the above repairs be treated this way (pull from general fund if possible).

The district also should be asking the non-profit corporations if they wish to assist with any projects for their respective communities. Possibly this needs to be incorporated into a policy? Should we assume that the non-profits know that they have a "standing invitation" to help with anything?

Suggestion: authorize me (secretary) to draft a letter to the non-profits asking them how they would like to be included or asked for help on future projects, grants etc. I will have Larry Allen (president) review and sign the letter.

We want to avoid a situation where the non-profits start to feel that they are being taken for granted. I know that this has happened in the past.

2022

March 2021 RUNS

PIKE: Incident #322-163, Vegetation Fire NSJ, Dispatched at 05:14, 6790 w/6701, in route 05:33, released and returning to quarters 07:58, in qtrs. !0911

Incident #322-168, M/A Brush Fire NSJ, Dispatched @16:20,6701 responding, hold in quarters per Cal Fire, Canceled ! 16:39

Incident #322-176, M/A NSJ Brush Fire, Dispatched 10:49, 6790 w/6701, in route @11:00, left scene 11:24 returning to qtrs., in qtrs. 11:41 6760, canceled 1124, in qtrs. @11:41 w/6727,

Incident ##322-178, M/A NSJ, Dispatched 06:21, 6701 Responding, canceled 06:24

Incident##322-181, M/A Vegetation Fire NSJ, Dispatched @ 20:10, 6790 Responding w?6701, in route 20:21, left scene 22:28, in qtrs. 23:15, 6760 in route 20:23 w/6725, in qtrs. 23:22

Incident #322-183, Non injury Vehicle accident, dispatched and in route 16:13, 6701, 6740, canceled @ 16:16, in qtrs. 16:22

Incident #322-188, M/A Vegetation Fire NSJ, dispatched 6790 w/C67, in route 1809 canceled at 18:15, in qtrs. 18:34, 6760 in route 1809, canceled @18:15, 2/6725, in qtrs. @18:34

Incident #322-189, M/A Vegetation Fire NSJ, Dispatched 6760 @ 1834, left scene 20:07, in qtrs. 20:56- 6790 in route 18:34, left scene 22:17, in qtrs. 22:54

ALLEGHANY: Incident #322-182, Medical to 110 Maln St, Dispatched 7145 @ 13:22, in route 13:29, on scene 13:31, left scene 13:, Crew 7101, 7117, C67, at als 14:25, left als 14:31, in qtrs. 15:30 – Patient Beginning Mileage 393.5, Ending Mileage 406.8

Proposed Changes to Policy 2010 FUNDS –

Presented April 21, 2021 for consideration on May 19,2022

NO CHANGES to PROCEDURES (2nd page)

CHANGES SHOW AS FOLLOWS: **NEW** delete Definitions:

Contingency Fund Commonly referred to as a “Rainy Day Fund” the purpose of this fund is to cover budget short-falls and unexpected expenditures.

Streetlight Fund The purpose of this fund is to ~~keep~~ **separate** the Streetlight Revenues & Expenses ~~and the corresponding accumulated net change~~ separate from the Fire/EMS Operations of the District. The funds in this account are intended for streetlight related expenses in Allegheny & Forest City only.

Unallocated Funds Pike & Allegheny Fire Depts These funds are allocated to a specific fire department, but otherwise not tied to any specific purpose.

Vehicle Funds Pike & Allegheny Fire Depts Funds allocated for vehicle purchase and/or repairs and maintenance ~~for each sedepartment, unless otherwise noted (a portion of Allegheny’s vehicle fund has been ear-marked specifically for a vehicle purchase at the request of the donor AVFD non-profit corp in the amount of \$8,000).~~

Building Maintenance Funds Pike & Allegheny Funds allocated for repairs and/or improvements to the firehouses.

Mutual Aid Income The District maintains Agreements with the US Forest Service and California Dept. of Forestry to provide support on Fire Incidents. The money earned from these incidents is listed on the District’s chart of accounts as: Mutual Aid Income. ~~It is allocated to specific funds as explained in the Procedures below.~~

Emergency Response Income The District adopted Ordinance #1 in February of 2016. This ordinance established billing rates for emergency response services provided to non-resident individuals. The money earned from these incidents is listed on the District’s chart of accounts as: Emergency Response Income. ~~It is allocated to specific funds as explained in the Procedures below.~~

POLICY

It is the policy of the District to set aside Reserve Funds on a regular basis to ensure financial stability and to facilitate long-term planning. Fund accounts are also used to allocate money for specific purposes, allocate funds based on income source or to ensure that contributions are retained for their original intended use to the full extent possible.

CONTINGENCY FUND: It is the Policy of the district to maintain funds sufficient to cover approximately 6 to 12 months of district operations in the contingency fund. The purpose of the contingency fund is to cover budget shortfalls and unexpected (emergency) expenses. Board action is required for contingency fund transfers.

VEHICLE AND BUILDING FUNDS: These funds shall be prioritized for Capital Expenditures, but may be used for repairs and maintenance if deemed necessary by the board. For vehicle purchases, Vehicle Registration Fees shall be treated as part of the purchase price.

Funds received for the sale of surplus vehicles shall be deposited into the vehicle fund for the department that utilized the vehicle.

Funds received for the sale of surplus equipment (other than vehicles) shall be deposited into the "unallocated" fund for the department that utilized the equipment.

(I am not sure if the two paragraphs above belong under "POLICY" or "PROCEDURE", but this has been the unwritten district P&P to-date) Assuming the board adopts these changes a reference to this policy will also be added to Policy #2070 Disposition of Assets.

SAN RAFAEL YACHT HARBOR

557 FRANCISCO BLVD.
P.O. BOX 3477
SAN RAFAEL, CA 94902

415-456-1600 APRIL 20

Matt Butler

Pliocene Ridge Community Services District

BID

1 1968 Structure Truck

\$ 5,000.00

Five Thousand Dollars

MB Matt Butler

Rudy Phillips

r

pliocene.ridge@gmail.com



Staff report for meeting date 4/21/2022

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The district also should be asking the non-profit corporations if they wish to assist with any projects for their respective communities. Possibly this needs to be incorporated into a policy? Should we assume that the non-profits know that they have a "standing invitation" to help with anything?
Suggestion: authorize me (secretary) to draft a letter to the non-profits asking them how they would like to be included or asked for help on future projects, grants etc. I will have Larry Allen (president) review and sign the letter.

We want to avoid a situation where the non-profits start to feel that they are being taken for granted. I know that this has happened in the past.