



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

Thursday March 16, 2023, 6:30 pm

Location: Alleghany Firehouse Station 2 514 Miners Street Alleghany.

Call-in option available: Dial-in number (US): (978) 990-5144

Access code: 6919768#

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

2. CONSENT CALENDAR

- a)** Approval of Agenda, **b)** Approve Minutes for regular meeting held February 16, 2023 and minor correction to previously approved Jan 19th minutes (time of meeting beginning wrongly listed as 6:15 when it was actually 6:45 pm **c)** Ratify Treasurer's report & bill payments for February 2023

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. Board Member/Staff Reports Form 700s due by April 1st
6. Firewise Communities
7. Firehouse Projects & ADA Compliance ~
8. Pending Grants – written report provided

5. DISCUSSION and POSSIBLE ACTION ITEMS:

- a) Unfinished business:
1. Nothing ready for board action.
b) New business
1. Proposed changes to POLICY # 2010 Funds – written report provided.
2. Approval for treasurer to leave mutual aid standby call revenue from 2022 in General Fund (summary of income and expenses included in packet)
3. Authorization for staff to purchase new tires for engine 7180 and to have the heater/air conditioning repaired, the engine brakes checked and the front-end alignment checked. To be paid for out of the general fund.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ Next meeting date April 20, 2023 in Pike Agenda Items: Changes to Ordinance #1.

7. ADJOURNMENT

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

Date: Thursday February 16, 2023 Time: 6:30 pm

Location: Pike City Firehouse.

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:30 pm by President Larry Allen. **Flag Salute.** Present: Board members, Larry Allen, Pam Davis, Bruce Coons (arrived at 6:40), and Chris Mills. Director Grace Lundeen was absent. Also in attendance: Pliocene Ridge Fire Chief Chris Dorn, Alleghany Assistant Chiefs David Arbogast and Ned Cusato. Pike Community Support Foundation President Roland Robertson and Treasurer Denise Ruane. Public present: Chris King, Jamie Perkio and Vicky Tenney. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes.

2. CONSENT CALENDAR:

Approval of current Agenda, Minutes for regular meeting held January 19, 2023 and Treasurer's report for January 2023. **A motion was made to approve the consent calendar by Chris Mills, seconded by Pam Davis Ayes: Allen, Davis, Mills Noes: none Absent: Coons, Lundeen Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: For items not listed on agenda. None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence:

Incoming: Donation of \$950 from the Peters Family for the Pike Fire Department,

Outgoing: Larry Allen's oath of Office papers mailed to the Sierra County Clerk Recorders Office. 2022 Activity Summary and firewise info. mailed to district property owners, residents, recent donors and posted on website, Letters explaining that the Alleghany Firehouse Improvement Project has been abandoned and thanking them for supporting the effort mailed to: Jason White, Joshua Gwiazda, Kip Lybarger, Dave Jeffrey, plus one person who wished to remain anonymous (a copy of the letter that was sent to the USDA last September to terminate the funding agreement was included with each letter), thank you letter and receipt for tax purposes sent to the Peters Family., State Controller's Office annual report cover sheet signed and sent to the State Controller's office, State Controllers' report submitted electronically by Blain Boden, copy of Audit report for Fiscal year ending 6/30/2022 sent to Sierra County Auditor Van Maddox and posted on district website.

b) Committee/Member/Business Reports:

1. Chief's Report ~ Chief Dorn reported that call activity has been light. Things are starting to burn. There were two mutual aid calls for escaped burn piles recently. Two new firefighters are attending training. Hopefully they will keep it up.

2. Assistant Chief's Report: Alleghany Fire Assistant Chiefs David Arbogast and Ned Cusato reported that there is a problem with the 4-wheel drive transfer case on the ambulance. Ned is going to try to fix it. He has been in communication with Downieville Fire PD acting chief Robert Hall about it. If Ned can't fix it, it will be taken to Eagle automotive in Grass Valley for repairs.

3. Alleghany Volunteer Fundraising District: ~ No report.

4. Pike Community Support Foundation ~ Roland Robertson reported that he missed the last Pliocene Ridge CSD board meeting. The Christmas Party went well. They collected membership dues and got some nice donations.

He encouraged Chief Dorn to give them a “wish list” of smaller items that the firefighters may need. He mentioned that the Foundation recently purchased special goggles for the firefighters.

He had questions about the County-wide communication grant mentioned in the PRCSD staff report. He stated that if nobody objected he would like to look into finding a grant writer and he would like to find out who the county hired for the communication grant. [nobody objected]

5. *Board Member/Staff Reports* ~ In addition to the written report that was provided in advance, Rae Bell reported that she'd recently taught two Red Cross classes: 1. Lay-Person pediatric CPR/AED on Feb. 9th for a single student in Alleghany who needed it for work and 2. CPRO (CPR/AED for professional providers) course taught to the Sierra City Fire Department at their Sand Shed station for seven students on February 15th.

6. *Firewise Community Projects* ~ Other than the mailer that went out, nothing to report.

7. *Firehouse Projects & ADA Compliance:*~ In addition to the written report provided (see staff report) Roland requested a copy of the ADA compliance survey of the Pike Firehouse that was done by architect Bruce Boyd in 2021. Rae Bell to provide him with a copy.

8. *Pending Grants:* In addition to the written report provided, it was reported that the County-wide communications grant application had been submitted timely.

5. ACTION ITEMS

a) *Unfinished Business* None

b) *New Business*

1. *First Reading of proposed change to PRCSD ordinance #1:* A draft revision was provided in advance, it was noted that the “Salary Survey” doesn’t list vehicle rates, so the annual rate letter needs to be added. A new draft will be presented in March for consideration.

2. *Adopt Resolution # 23-093 to eliminate the two-signature requirement for checks over \$1,000.00.* A motion to adopt the resolution as presented was made by Bruce Coons and seconded by Pam Davis. **Ayes: Allen, Davis, Coons, Mills Noes: none Absent: Lundeen Abstain: none ~ Motion carried.**

3. *Appoint district representative(s) to attend Ambulance MOU committee meetings in Downieville.* After a brief discussion it was decided by consensus to appoint Rae Bell to the committee to represent PRCSD.

4. *Closed Session re potential litigation per gov. code 54956.9:* The board went into closed session at 6:58 pm. All members of the public left after they were informed that they could come back after the closed session was over if they wished. The conf. call was also ended and the person on the call was told that she would be called back after the board went back into open session. The board came out of closed session at 7:13 PM It was reported that no board action was taken.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS

The next regular meeting is scheduled for March 16, 2023 at the Alleghany Firehouse.

7. ADJOURNMENT:

There being no further business before the board, the meeting was adjourned at 7:15PM.

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 February 2023

Beginning Checking Account Balance \$ 10,857.16

DEPOSITS

Date	From:	For:	Amount
2/14	Cal OES	Sept. pre-position assignment	\$ 41,735.17
Deposits Total			\$ 41,735.17

EXPENDITURES

Ck #	Date	To:	For:	Amount
EFT	2/1	WA credit card		\$ 141.22
			postage, to ship back wrong wyes	\$ 28.10
			Lost Nugget Fuel Pike FD	\$ 39.00
			Harbor Freight Tools Gloves both depts	\$ 35.35
			Costco batteries Pike FD	\$ 38.77
EFT	2/6	PG&E		\$ 606.32
			Alleghany Firehouse	\$ 133.22
			Pike Firehouse	\$ 180.14
			Alleghany Streetlights	\$ 274.19
			Forest City Streetlights	\$ 18.77
2654	2/3	Bound Tree Medical	4 tubes glucose paste for first aid bags both depts	\$ 43.62
2655	2/3	Sierra County Public Works	Fuel Pike FD	\$ 99.62
792	2/3	postmaster	2 rolls stamps for mailer, bill to firewise	\$ 126.00
793	2/16	postmaster	1 roll of stamps for general use	\$ 63.00
794	2/16	Underground Museum	14 flashlights at cost given to first responders both depts.	\$ 35.00
795	2/16	postmaster	mailed Red Cross Certificates to Sierra City Fire Dept	\$ 3.00
Expenditures/transfers Total				\$ 1,117.78

Reserve Account Detail	
Contingency	\$ 24,500.00
Alleghany Fire Unallocated	\$ 3,000.00
Alleghany Dispatch Office	\$ 700.00
Pike City Fire Unallocated	\$ 16,950.00
Streetlights	\$ 7,126.30
Pike City Firehouse	\$ 3,064.76
Pike City Engines	\$ 11,202.95
Alleghany Firehouses	\$ 11,409.37
Alleghany Engines	\$ 4,588.78
Interest Earned	\$ 11.86
Reserve Account Total	\$ 82,554.02

Ending Checking Account Balance	\$ 51,474.55
Starting Savings account balance	\$ 11,991.53
interest earned	\$
Ending Savings Account Balance	\$ 11,991.53
General Fund (accounts listed above) Total	\$ 63,466.08
Reserve account Starting Balance	\$ 82,554.02
transfer to Pike FD FUND from checking	\$
interest earned	\$
Reserve account Ending Balance	\$ 82,554.02
Total ALL FUNDS	\$ 146,020.10

Report prepared by Rae Bell, Treasurer

Verified against bank statement and QB balances by: X

Name Printed

Note: Savings and Reserve account reconciled quarterly.

title



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 1st (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 4th.
- ❖ 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 6th and will be on the March treasurer’s report.

Time and a half w/out WC	WC	Hourly rate paid by Cal OES includes WC		\$ 42.54					
39.95	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		\$ 24,479.36	\$1,134.00	\$25,613.36	\$ 22,833.38		
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
totals	\$ 26,066.38	\$ 18,772.46	\$ 1,461.52	\$ 4,630.04	\$ 50,930.40	Total Paid to District
Direct Expenses listed below						
					\$ 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)
					\$ 20,753.72	Approximate District Net

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.