



Staff report for meeting date 8/15/2024

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. Conflict of Interest Code docs from Sierra County Clerk Recorder **Outgoing**

Letter to the IRS explaining why form 944 was filed for Calendar Year 2023 and requesting a refund for the penalty and interest that was paid in May 2024 (thanks to Denise for suggesting this, we'll see if it pays off). Note: I could find no requirement for emails to be listed under correspondence. I put an inquiry on the CSDA Forum and got only one response from a special district secretary who stated that her district lists only emails that are pertinent to the board's business. That seems like another "can of worms" because who decides what is and is not pertinent? For this reason and reasons explained in my June Staff report, I am not listing emails under correspondence. The board could always adopt a policy regarding this to clarify the definition of "correspondence" if they choose to.

Agenda item 4. b) 5 Staff Reports.

Status of request to Sierra County BOS for funding from Service area 2 for medical supplies. Thanks in large part to the advocacy of Supervisor Lee Adams, the BOS voted on 8/6/2024 to allocate \$1,000 for this fiscal year, to PRSCD help pay for medical supplies. This will be tracked in a separate fund and a report will be made to the BOS next year. The hope is that we will be able to renew it again.

Streetlights: After the June meeting, I realized that I did not fully answer the question about why the streetlights' portion of the county management fee has risen over the years. As stated at the meeting, it is true that the percentage charged by the County has increased, but the revenue amount has also increased, so it is a combination of both that has caused the amount to increase.

I looked in Quickbooks and the billing for the lights in Forest City got reduced to only 2 lights in 2015. BUT according to Forest City resident Cheryl Durrett, three lights are currently on and an additional fourth light that was never upgraded to a LED went out just a couple of years ago. This is the light that they want back on, Badge #5. There is another one that is on that they want turned off.

I reached out to PG&E at the end of June 2024 to establish a new contact in the streetlight division but I never got a call back. In July I remembered that I had some email addresses from the LED upgrade was done in 2015. By searching my emails, I found them and sent out an inquiry. Three out of four addresses responded back! PRSCD now has a streetlight rep Ryan Gibbs, who is working with me. We will be working to get the billing side straightened out and the light in Forest badge #5 upgraded and turned on.

I had a phone meeting with Ryan on July 18th and I also spoke to Forest City resident Cheryl Durrett. On July 21st Ryan had me fill out a request form to turn badge #5 in Forest City back on and to add it to the bill. Ryan said this is the first step, then we can have it upgraded to LED. I sent a follow-up email on 8/8/2024 and on 8/9/2024 I got an attachment that I can't open, but the message was that I will need to make a phone call. Work ongoing.

Status of Fiscal Year 23/24 bookkeeping close out. I followed up with Sierra County Auditor Van Maddox on the status of the final tax payment for Fiscal year 23-24 and he said that it will be mailed no later than August 16th. The amount of that final check is not predetermined. Once we get the check (or the amount of the check anyway) I can close out the books and update the Funds accordingly. Then everything will be mailed to Boden, Klein and Sneesby CPA's for the independent audit.

Resignation of Frank Lang dated 8/9/2024

Good afternoon, I hereby am tendering my resignation from the Downieville Fire Protection District, my Deputy Medical Director role and my Urgent Care role effective September 1st, 2024, My life circumstances have changed so that I need to be a caregiver. I am humbled by the opportunity to have served the Department and the Community all these years.

*Warm Regards,
Frank J. Lang, NP, JD*

I was thinking that getting a card and having everyone sign might be more personal than a letter of appreciation, or we could do both.

Agenda item 4. b) 6 Firewise On July 27, 2024, the following email went out to the Pike and Alleghany residents who expressed interest in participating in a fire prevention grant last summer.

My name is Danielle Bradfield and I am the consulting forester working with Sierra County on various fuel reduction projects throughout the County. Rae Bell Arbogast provided me with your contact information as part of a list of folks potentially interested in fuel reduction within your community.

Sierra County now has funding to put together potential community-level fuel reduction projects. In late August, myself and my staff foresters are preparing to take a look at properties of those interested in an effort to get a Alleghany/Pike project "shovel ready". This status would provide the Sierra County Fire Safe Council with the necessary information (total acres, treatment types, treatment prescriptions, and permit type needed) to write a grant to fund implementation of fuel reduction in the community. Having this information makes for a much more competitive grant application with a more accurate anticipated budget.

The initial information we would need to gather is:

- general fuel types and extent (trees, brush, how much, how tall, how dense etc).*
- presence and abundance of watercourses*
- slope, topography*
- is obvious archaeology present (visible to the naked eye).*

In order to gather this information I would need permission to access your property strictly for these purposes. For most properties, I would need access for approximately a half to 1 day. If preferred, I can have my foresters also meet you on site when they are there.

If you remain interested in this effort and would like a site visit, please let me know by responding to this email. You can also text or call me at (530)927-7095.

If you are no longer interested, that would be great to know as well, and if I don't hear from you, I will not include your parcel(s) in the project and will not access your property(s).

Last, if you know of others that are potentially interested, please feel free to forward this email and/or my contact info to them and I can add them to the list should they desire.

Thanks for your time and please feel free to reach out with any questions,

Danielle Bradfield RPF #2808 P.O. Box 1411, Quincy, CA. 95971 (530)927-7095 (cell)

I posted the email on both of the firewise community facebook pages and the Alleghany outreach Facebook page. As of this writing I haven't heard anything else.

Agenda item 4. b) 8 Pending Grants Volunteer Capacity 50/50 grant. No word on our application for radios and pagers.

Agenda item 5. b) 1 Biennial Review of Conflict of Interest Code. This is required every two years. The pertinent policy is on pages 9-10 of the Bylaws included in the online meeting docs. Because PRCSD requires all board members, officers and fire chiefs to report on form 700, as far as I know there is no issue and the policy does not need to be updated. (It is a potential issue if reporting isn't required).

Agenda item 5. b) 2. Establish terms of employment for Rae Bell Arbogast At the June 20th meeting an urgency item was added to the agenda because of feedback from the insurance pool regarding my contract for services and the board voted to make me an employee. Since my contract ended on June 30, 2024 I went ahead and submitted a final invoice through that date.

From my most recent contract: Compensation

District agrees to compensate Contractor at the rate of \$200 per month and to reimburse contractor for actual expenses incurred upon presentation and Board approval of an itemized statement with supporting receipts. [For Secretary and Treasurer Duties plus other administrative duties]

Contractor shall be compensated for the performance of tasks for which reimbursement to the district either is, or becomes available at a rate of \$20 per hour.

This includes: Mutual Aid billings and the related payroll processing, billings to individuals and other agencies (for example Ordinance #1 non-resident billings and Title III billings), Grant Administration and Administration of the Firewise efforts.

Contractor shall be paid in the capacity of a Red Cross Instructor at a rate of \$25 per student per day for district personnel. (Classes are either one-day or two-days). District shall cover the cost of Red Cross fees and class materials in addition to paying contractor as outlined above. Contractor shall seek reimbursement to the district for training expenses whenever possible via outside funding sources. Contractor shall invoice other agencies for all class expenses when personnel from other agencies attend classes taught under the district's AP agreement.

I would like to propose an hourly rate equal to minimum wage in place of the above terms. Currently minimum wage is \$16 per hour. I would continue to seek reimbursement for my wages whenever possible.

I am proposing this change for a few reasons: 1. It simplifies the payment terms and will actually take pressure off for me to "earn" that \$200 per month. 2. It will facilitate splitting my position into two positions (as explained in June I would like to retain the "Treasurer" position and pass along "Secretary"). 3. It complies with State Law but won't prevent me from continuing to donate time as well. I will try to provide hourly summaries for the last two years before this week's meeting.