

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

**Date: Thursday Jan. 16, 2025 Time: 6:30 pm Location: Alleghany Firehouse Station 2 and by conference call.**

**1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE:** The meeting was called to order at 6:30 pm by President Chris Mills. **Flag Salute.** Oaths of office administered to Chris Mills and Bruce Coons when he arrived. Present: Board members, Pam Davis, Chris Mills and Burns Tenney. Director Bruce Coons arrived at 6:40 pm. Also in attendance: Chief Jim Buckbee, Alleghany Assistant Chiefs David Arbogast and Ned Cusato, Firefighters: Jamie Johnson and Chris King. Pike Community Support Foundation Treasurer Denise Ruane attended by phone. Public: Vicky Tenney (in person) and David Griffith with PG&E who attended by phone. Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes.

### **2. CONSENT CALENDAR:**

Approval of current Agenda, Minutes of the regular meeting held December 5, 2024, and the Treasurer's report for December 2024. **A motion was made to approve the consent calendar by Pam Davis and seconded by Burns Tenney** after that a mistake on the treasurer's report was brought to light. (1<sup>st</sup> PG&E Bill break-down not correct). Director Coons arrived and his oath was administered. **A new motion was made to approve the consent calendar with the correction to the treasurer's report by Pam Davis and seconded by Burns Tenney. Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried.**

**Resolution #25-096 to Grant Easement to PG&E for placement of a transformer at Station 1 in Alleghany.** It was decided by consensus to address this "New Business" item early so that Mr. Griffith who was on the phone to answer questions wouldn't have to endure the entire meeting. After a discussion with questions and answers **a motion to adopt Resolution 25-096 and authorize the Secretary to sign the paperwork, was made by Bruce Coons and seconded by Pam Davis Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried.** David Griffith left the meeting.

**3. PUBLIC COMMENT:** There was a question about the vacant PRCSD board seat. It was explained that an application must be filled out and submitted to the Sierra County Board of Supervisors. The Supervisors appoint board members.

### **4. INFORMATION/DISCUSSION ITEMS**

**a) Correspondence Incoming** Christmas cards from Boden Klein and Sneesby CPAs and Golden State RMA, Oath of office forms from Sierra County Clerk-Recorder, Notice from the State Controller's Office re: 2023-24 Special District Financial Transactions Report **Outgoing:** Thank you letter and receipt for tax purposes to AK & CM Jenning Foundation for \$3,000 donation for the Pike City Fire Department, Special Districts Financial Transaction Report letter forwarded to Blain Boden CPA

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

*1. Chief's Report* ~ Jim Buckbee reported that there have been no calls since the last board meeting. Chief Dorn's service was well attended. Jim found a vehicle for the new rescue truck for Pike. Two firemen went with him on Jan 14<sup>th</sup> to look it over. They examined it closely, took it for a test-drive and decided to purchase it. It has 48,000 miles on it, is a 1-ton 4WD utility truck. It will need a light bar, sirens, radios and graphics before it can be put into service. He is asking the Pike Community Support Foundation to assist with purchasing these items.

*2. Assistant Chiefs' Report:* Above.

*3. Alleghany Fire Department Auxiliary:* ~ It was reported that their annual membership drive mailing had recently been mailed.

4. *Pike Community Support Foundation* ~ It was reported that the Foundation is folding. They need to expend their funds before starting the process.

5. *Board Member/Staff Reports* ~ Secretary/Treasurer Rae Bell Arbogast reported that she is working with the County to reduce the solid waste fee that is charged to the district.

She is behind on her regular bookkeeping. Usually, a budget vs. actual year-to-date comparison is provided for the first half of the fiscal year, but the budget has not been input into the accounting program.

Regarding the income for the 2024 mutual aid and stand-by assignments she reported that \$213,090 has been received and a remaining balance of approx. \$103,000 is still expected. \$37,752.43 is currently owed for payroll on incidents that have been paid. She is working with the HR attorney to figure out how to pay Chief Dorn's wages to his widow. A follow-up email was sent to CAL-OES that day to check on the five incidents that have not been paid.

She also reported that she had a half-hour phone call with the new HR Attorney provided by Golden State RMA (at no charge to the district). Besides the topic above, they also discussed the Secretary job posting and job description, both of which were reviewed by the attorney.

RMAP is due March 7<sup>th</sup> (Insurance discount program) After the Feb. 3<sup>rd</sup> Harassment Prevention and Ethics workshop she and Risk Manager Cameron Shay will work on submitting the documents to Golden State RMA.

Director Tenney wanted to know why the Risk Manager wasn't in attendance. It was reported that he was on family business. It was also noted that he did attend the meeting in November that was cancelled due to the lack of a quorum. A request for a quarterly written report from him was made.

6. *Firewise Community Projects* ~ Rae Bell reported that the district needs to submit invoices to the County Title III funds for her time spent in November. The annual mailing should go out in February.

7. *Firehouse Projects & ADA Compliance*:~ Re: Alleghany Station 1, no progress has been made on developing the scope of work for the repair work.

Re: Pike City FH Denise Ruane reported that she had followed up in early Dec. on the previously sent committee questions but had not heard back. Jim Buckbee reported that he spoke to County Planner Brandon Pangman about the bathroom remodel and had been told that engineering will be required. Jim is going to see if past Pike City Fire Chief Mark Jokerst can help. The job is very small.

Vicky Tenney asked about the second siren for Alleghany. Ned reported that there is no progress and the only way it will happen is if the District decides to pay for it.

8. *Pending Grants* – As noted above, the Pike City Rescue Truck vehicle purchase was made on Jan. 14<sup>th</sup>. The "out the door" price was \$40,886.59. \$40,000 was paid with a check and the remainder was charged on a district credit card. The treasurer will submit the proof of purchase to USDA Rural Development to receive the promised grant funds of \$22,300.

## **5. ACTION ITEMS**

### **a) Unfinished Business**

1. None

### **b) New Business**

1. *Resolution #25-094 In appreciation of Grace Lundeen's Community Service: A motion to adopt Resolution 25-094 was made by Bruce Coons and seconded by Pam Davis Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried.*

2. *Resolution #25-095 To declare surplus property* A motion to adopt Resolution 25-095 was made by Pam Davis and seconded by Bruce Coons Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried.

3. *This agenda item was handled at the beginning of meeting as noted above.*

4. *Vehicle Marking Policy.* A draft vehicle marking Policy was presented at the meeting with a couple of logo ideas. After a discussion the decision was made to adopt the policy as attached to these minutes. Motion made by Burns Tenney and seconded by Bruce Coons Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried.

5. *District Fire Chief Vacancy.* District Staff had convened prior to the meeting and felt that Jim Buckbee is the most qualified candidate. It was noted that there is no written policy or procedure for filling a vacant Chief Position. Jim stated that he is willing to accept the title of “Interim Chief” at this time. His call number shall remain the same. Motion made by Bruce Coons and seconded by Burns Tenney to appoint Jim Buckbee as Interim District Chief. Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried.

6. *Job Listing and Job Description for Secretary.* A draft listing was provided prior to the meeting. A few minor changes were made adding text stating that preference will be given to candidates residing in the district’s boundaries and changing the deadline to apply to Feb. 14<sup>th</sup>. It was decided to run the ad in the Mountain Messenger and the Camptonville Courier. Motion made by Pam Davis and seconded by Burns Tenney to post for the Secretary Position as outlined above and to adopt the job description. Ayes: Coons, Davis, Mills, Tenney Noes: none Absent: none Abstain: none Vacant 1 ~ Motion carried

A committee to review the applications and make a recommendation to the board at the regular February 20<sup>th</sup> BOD meeting was appointed. Committee members: Rae Bell Arbogast, Pam Davis and Burns Tenney.

## **6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS:**

Everyone was reminded of the Ethics and Harassment Prevention Training to be held on Feb. 3<sup>rd</sup>. There was a request that an email reminder be sent in advance. The next regular meeting is scheduled for Thursday February 20, 2025 in Pike.

**ADJOURNMENT:** There being no further business before the board, the meeting was adjourned at 7:45 PM.

Respectfully submitted,

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Rae Bell Arbogast, Secretary



## MARKING OF NEW VEHICLES

### PURPOSE

The purpose of this policy is to ensure that all district vehicles are marked uniformly and in a way that clearly identifies both the District and the Individual Fire Departments.

### POLICY:

Each department may establish their own vehicle marking scheme provided the name of the district appears either within or below the door emblems.

The District's three letter MAC ID PRS shall be placed on the front bumper of all district vehicles.

This policy takes effect on the date of adoption.