

**Pliocene Ridge Community Services District**

**MEETING MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Tuesday April 21, 2026, 6:30 pm Location: Pike City Firehouse Nobody phoned in on the conference call option.**

**1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE**

The meeting was called to order at 6:30pm. Flag salute.

Board members in attendance: President Donna Williamson, Vice President Chris Mills, Director Oregon Burns Tenney IV, Director Chris King

Also in attendance: District Chief Jim Buckbee, Assistant Chief Ned Cusato, Assistant Chief David Arbogast, District Manager Rae Bell Arbogast, minutes taken by Secretary to the Board Genesis Devine.

**2. CONSENT CALENDAR**

a) Approval of Agenda b) Approve Minutes for regular meeting held March 17, 2026 c) Ratify Treasurer's report & bill payments for March 2026

Without objection the consent calendar is approved.

**3. PUBLIC COMMENT: None**

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

a) Correspondence since last meeting – None

b) Committee/Member/Business Reports:

1. District Chief's report: Chief Buckbee reports that the district is experiencing a quiet time. There was 1 call for a standby for a landing zone, & 1 medical call at the 16 to 1 mine. The command rig is still out of commission. They have replaced multiple parts & reprogrammed it to no avail. Additionally, several new members are taking a basic-40 course in Camptonville. IIPP annual trainings in progress, covered Heat Illness Prevention and Bee Stings.

2. Assistant Chiefs' reports: Director King, Assistant Chief Cusato & District Manager Arbogast attended West Side Fire Mitigation Meeting in Downieville on April 6th. The meeting was organized by Sierra County Office of Emergency Services. Pike's old rescue truck has been removed from the county garage in Allegheny & brought to Chief Buckbee's house to remove the radios and other equipment before putting the truck up for auction. The district hopes to get \$10,000+ at auction

3. Alleghany Fire Department Auxiliary - The annual meeting will be held on April 30th. There are 2 new board nominees on the ballot from Pike. The goal is to create a combined Alleghany-Pike Auxiliary due to the difficulty in finding board members/volunteers.

4. Board Member/Staff Reports: District Manager Arbogast reports that she is continuing to work on the streetlight issue. The google map issue is in progress by Secretary of the board, Genesis Devine. The district will receive a \$928 rebate from the RMAP insurance rebate program. This is an increase of about \$300 from last year. The medic in Downieville has requested a meeting to discuss mutual aid concerns this coming Thursday, April 23rd.

5. Firewise Communities – Local resident Ehme Haas would like to join the committee. District Manager Rae Bell & Ehme will be meeting with forester JoAnn Fites of the Nevada County Firesafe Counsel this Friday here at the Pike Firehouse to work on the 5 year assessments for both Pike and Alleghany. They are due by November of this year. JoAnn will be helping to update the current inaccuracies of the Pike map & providing advice on how to get more community engagement.

6. Firehouse Projects & ADA Compliance ~ District Manager Arbogast & Assistant Chief Cusato report that the foundation for the new building is in progress. The county inspection on footings and steel was done on Thursday, April 16. They intend to pour concrete on Monday, April 27th. The delay is due to the supply of concrete.

7. Pending Grants – Water tanks- 7 water tanks have been delivered in Pike and 10 delivered to Alleghany. (The tanks in Alleghany were acquired by the water district there) It will be on next month's agenda to create a Policy and Procedure for tank placement in Pike.

#### 5. DISCUSSION and POSSIBLE ACTION ITEMS:

##### a) Unfinished business:

1. District Fire Chief Position: The Chief Officers have not had a chance to meet as discussed in March. The board discussed possibilities of different leadership models used in surrounding districts.

##### b) New business:

1. Consider revisions to Policy # 1021 Record Retention: Donna Williamson presented language changes to current policy. Motion to adopt changes to Policy 1021 as outlined was made by Chris King, 2nd by Chris Mills. Ayes: Williamson, Mills, Tenney, King, & Davis. Noes: none, Abstained: none

2. Consider adoption of Policy for Cadet Program: District manager Rae Bell had inquired about having a cadet program due local interest. President Williamson presented a draft policy for this program which incorporates best practices and safety standards for cadet programs. The board reviewed the proposed policy and minor changes were suggested during the Board discussion. Motion to adopt policy for establishing the cadet program with the incorporation of the suggested edits made by Oregon Tenney & 2nd by Chris Mills. Ayes: Williamson, Mills, Davis, King, & Tenney. Noes: none Absent: none

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~ The next regular meeting is scheduled for Tuesday May 19, 2026 in Alleghany. Agenda items: Preliminary Budget first presentation for June Adoption, Policy & Procedure for how tanks will be placed & agreement with landowner.

7. ADJOURNMENT

Meeting adjourned at 7:30

Minutes Respectfully Submitted by

A handwritten signature in black ink, appearing to read "Genesis Devine", is written over a horizontal line. The signature is stylized and cursive.

Genesis Devine, Secretary

**Pliocene Ridge Community Services District**  
Serving the Communities of Alleghany, Forest City and Pike City  
Website: [plioceneridge.org](http://plioceneridge.org) email: [plioceneridge@gmail.com](mailto:plioceneridge@gmail.com)

**NOTICE OF REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Tuesday April 21, 2026, 6:30 pm Location: Pike City Firehouse**  
**For phone Conference dial 978-990-5144 Access code 6919768#**

**ALL MEETING DOCUMENTS ARE POSTED ONLINE [plioceneridge.org](http://plioceneridge.org)**

**1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE**

**2. CONSENT CALENDAR**

- a) Approval of Agenda b) Approve Minutes for regular meeting held March 17, 2026 c) Ratify Treasurer's report & bill payments for March 2026

**3. PUBLIC COMMENT:** 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, or unanimously if less than 2/3 are present.

**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' reports
  - 3. Alleghany Fire Department Auxiliary
  - 4. Board Member/Staff Reports
  - 5. Firewise Communities –
  - 6. Firehouse Projects & ADA Compliance ~ Both Departments-
  - 7. Pending Grants – Water tanks

**5. DISCUSSION and POSSIBLE ACTION ITEMS:**

- a) Unfinished business:
  - 1. District Fire Chief Position
- b) New business:
  - 1. Consider revisions to Policy # 1021 Record Retention
  - 2. Consider adoption of Policy for Cadet Program.

**6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS ~** The next regular meeting is scheduled for Tuesday May 19, 2026 in Alleghany. Agenda items: Preliminary Budget first presentation for June Adoption,

**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](mailto: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](mailto:plioceneridge@gmail.com) to be added to the email list for meeting notices.**

Pliocene Ridge CSD ~ Treasurer's Report for March 2026

Beginning Checking Account Balance \$ 90,172.65

DEPOSITS

Date From: For: Amount

Deposits Total \$ -

EXPENDITURES

Ck # Date To: For: Details Below \$

EFT	3/1	WA Bank Credit Card				554.24
		O'Reillys Auto Parts	new battery for UT 6700 minus core charge	\$	227.14	
		PAPA Murphys	Pizza for training in early Jan, had counselors present	\$	81.36	
		Amazon	mouse traps for Station 67	\$	32.06	
		Amazon	lights for Station 67	\$	93.85	
		Staples	tax forms	\$	53.34	
		US Postal service	postage	\$	6.93	
		Matheson Graphics	2 more tshirts	\$	59.56	
EFT	3/4	PG&E				786.31
			Allegheny Station 1		228.89	
			Pike City Firehouse	\$	222.88	
			Forest City Streetlights	\$	36.97	
			Allegheny Streetlights	\$	297.57	
2840	3/7	AT&T	Phones			72.23
2841	3/7	Oregon Tenney IV	mileage Feb meeting			21.75
2842	3/7	Rae Bell Arbogast	District admin February Gross	\$400.13	Net	369.51
	3/23	SAVINGS	TRANSFER to Savings			85,000.00
EFT	3/23	Boyette Petroleum				105.51

Expenditures/transfers out Total \$ 86,909.55

Reserve Account Detail	
Contingency	\$ 21,500.00
Allegheny Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 26,950.00
Allegheny Firehouses	\$ 4,109.37
Pike City Firehouse	\$ 6,725.22
Allegheny Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Allegheny Dispatch Office	\$ 700.00
Streetlights	\$ 9,460.62
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 12.28
<b>Reserve Account Total</b>	<b>\$ 83,499.22</b>

Ending Checking Account Balance \$ 3,263.10

Starting Savings account balance \$ 29,585.99  
 3/23 TR From Checking \$ 85,000.00  
 Fradulent deposits from Feb .04,.06,.19,.66 closed account \$ 0.95  
 interest \$ 3.15  
**Ending Savings Account Balance \$ 114,590.09**

General Fire Fund Total \$ 117,853.19

All Fire Funds (including reserves) \$ 296,590.43

Note: Current year streetlight income/expense is comingled with general fire fund.

Reserve account Starting Balance \$ 83,493.05

Interest \$ 6.17

Reserve account Ending Balance \$ 83,499.22

Total All Funds \$ 306,051.05

CA Class investment	
Beginning balance	\$ 104,371.09
Interest	\$ 327.55
<b>CA Class ending Balance</b>	<b>\$ 104,698.64</b>
Capital Imp. Fund =\$31,282.96 Gen. Fire Fund =\$73,415.68	

Report prepared by Rae Bell Arbogast, Treasurer

Verified against bank statement and QB balances by: X

Note: Savings and Reserve account reconciled quarterly.



## RECORD RETENTION

It is the Policy of Pliocene Ridge CSD to comply with State requirements for the storage, accessibility, reproduction, and destruction of public records and documents. State laws are designed to ensure that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Unofficial and non-records are not subject to formal retention and destruction procedures nor disclosure, and may be destroyed when no longer needed. Unofficial records include drafts, works in progress, electronic records used to create a final version, copies of records, hand-written notes, and materials that are in a preliminary state and do not yet reflect the official position of the District. Non-records include library/research materials, publications, blank forms and other material generally available to the public that does not reflect the position of the District.

The District Secretary is responsible for the maintenance of the District's record keeping system and is authorized to destroy records per this policy.

### **Procedures:**

Sensitive or Confidential documents are required to be shredded before discarding. These are defined as any document that contains personal confidential or private information about individuals such as any of the following: Patient records, Personnel private information such as performance reviews, social security numbers, dates of birth etc., bank account numbers and other information deemed to be confidential by district Staff. Staff is advised to err on the side of caution while determining if a document is sensitive in nature or not.

Non-sensitive documents can be placed in the recycle bin or thrown away. Non-sensitive documents are documents that do not contain private personal information and are normally accessible to the public.

Any record not expressly required by law to be filed and preserved in original form may be destroyed at any time after it is electronically stored on the District's back-up file and/or website. For the purposes of this section, every reproduction shall be deemed to be an original record. The exceptions to this section are Minute Books and Legal Documents as listed on the attached schedule. A hard copy of all Minute Books and Legal Documents shall be retained.

Any duplicate record, paper or document, the original or a permanent photographic copy of which is in the files of the District, may be destroyed after confirmation that such original or permanent photographic copy remains on file in the District.

All records, papers and documents not listed may be scanned as archival records or destroyed so long as such disposal is consistent with the recommendations of the Local Government Records Management Guidelines as set forth by the Secretary of State.

**Per the Local Government Records Management Guidelines as set forth by the Secretary of State PRCSD is prohibited from destroying or disposing of a record that is any of the following:**

- 1) Relates to the formation, change of organization, or reorganization of the District.
- 2) A District ordinance unless it has been repealed or is invalid or unenforceable in which case it can be destroyed after five years after it was repealed or became invalid or unenforceable.
- 3) Minutes of any meeting of the District's legislative body.
- 4) Relates to a pending claim or litigation or any settlement or other disposition of litigation within the past two years.
- 5) Records that are subject of a pending Public Records Act request, whether or not the District maintains that the record is exempt from disclosure, until the request is granted or two years have passed since denial.
- 6) Relates to construction that the District has not accepted, or as to which a stop notice claim legally may be presented.
- 7) Relates to any non-discharged debts of the District.
- 8) Relates to the title to real property to which the District has an interest.
- 9) Relates to any non-discharged contract to which the District is a party.
- 10) Has not fulfilled its administrative, fiscal, or legal purpose for which it was created or received.
- 11) Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work.
- 12) Specifies the amount of compensation paid to District employees or officers or to independent contractors, or relates to expense reimbursement to District Directors or employees, or the use of District credit cards or travel compensation. These records may be destroyed seven years after the audit for that period is completed.

The attached table represents PRCSD's official Record Retention schedule.

**Storage of documents**

Permanent records shall be stored in the Pike City Firehouse. Digital files shall be backed up periodically onto a flash drive or by other District approved electronic means of storage, stored in the bank safety deposit box and/or a secure cloud-based storage location.

The current-year working documents may be stored at the work location of the official performing such work provided that at least one other person such as a staff member, Board member or approved volunteer is aware of the location and records are moved to the storage room at the Pike Firehouse at the end of the fiscal year.

Working documents pertaining to operations may be kept at the corresponding firehouse. For example: training logs and equipment manuals.

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
<b>BOARD</b>		
Board member applications	Closed + 7	County Clerk Recorder keeps these documents for us
Board Compensation	Audit + 7	
Fair Political Practices Commission (FPPC) Statements and Conflict of Interest	Current Year + 5	FPPC Opinions
Oath of Office (Elected Officials)	2	The County Recorder keeps these on file.
Statement and Conflict of Interest	1	Form 700 County Recorder keeps these for us.
Training Records	Current + 4	Ethics Training & any others that board members attend
<b>HUMAN RESOURCES</b>		
Action Requests / Grievances	Permanent	
Applications	5	
Employee Records	Permanent	Active until employee leaves/terminates. Next line(s) added to address when to toss once they leave.
Workers' Compensation Records	5	5 years from date of injury or date the last WC benefits were provided, whichever is later
Past Employee Records	4	
Volunteer Records	4	
Past Volunteer Records	4	
Negotiation	Permanent	Notes, notebooks, correspondence, contracts, and Memorandums of Agreements
Payroll Records	Audit +7	
Personnel Records (copies)	Current Year + 2	Attendance; evaluations; drafts; worksheets; postings.
Training Records	Current Year + 7	Staff training records
<b>LEGAL</b>		
Agendas & Notices	Permanent	Original agenda and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Boards.
Articles of Incorporation	Permanent	
Deeds	Permanent	Property deeds
Contracts and Agreements	Termination + 7	Includes leases, equipment, services or supplies
Grants	25 Years*	*Funding source will usually specify retention requirement
Legal Documents/Lawsuits	Permanent	Includes any legal filings or opinions rendered
Minutes	Permanent	Official minutes and hearing proceedings of governing body or board, commission or committee.
Ordinances	Active	Active plus most recent rescinded version
Resolutions	Permanent	
<b>Policies &amp; Procedures</b>	Active	Active plus most recent rescinded version
<b>Public Records Requests</b>	Closed + 5	
<b>Meeting Recordings</b>	N/A	
<b>INSURANCE</b>		
Accident/Incident Reports	10	Reports and related records, for minors 10 years past 18 <sup>th</sup> birthday

Record Series Title	Retention Period (Years)	Citations / Remarks / Descriptor
Bonds, Insurance Certificates, Insurance Policies	Permanent	Bonds and insurance policies insuring property & other assets including Liability insurance.
Workers Compensation Insurance	Permanent	Claim Files, Reports, Incidents (working files) originals filed with Administrator.
<i>ACCOUNTING</i>		
Accounts Payable	Audit + 7	Invoices, check copies, supporting documents.
Accounts Receivable	Audit + 7	Customer payment records
Audit Reports	Permanent	
Bank Reconciliation (checks, payroll, cancelled, void)	Audit + 7	Statements, summaries for receipts, disbursements & reconciliation.
Budget	Audit + 2	Permanently kept as part of Audit report
Budget adjustments, journal entries	Audit + 2	Account transfers.
Deposits, Receipts	Audit + 7	Checks, coins, currency.
Inventory Lists	Current + 2	
Fixed Assets	Current +2	Documentation re: purchases & disposals
Fixed Assets Ledger	Permanent	
General Ledger Reports	Audit + 7	
Vendor Information	Active	
<i>REPORTS</i>		
Independent Audit Reports	Permanent	
Incident Reports	Permanent	(Not sure if this should be the same as Patient Care Reports?) Kept consistent with Patient Care timelines specified below
Patient Care Reports*	10 Years	*PCRs NOT related to Worker's Comp claim or pending litigation, destroy during the 10 <sup>th</sup> calendar year after the year the incident occurred.
Patient Care Reports work-related	30 Years	PCRs that are tied to a work-related incident or any type of litigation may be destroyed during the 30 <sup>th</sup> calendar year after the incident occurred.

DRAFT 4-21-26  
PLIOCENE RIDGE CSD  
VOLUNTEER CADET PROGRAM



*Adopted Insert date*

### **A. PURPOSE**

The purpose of this program is to provide qualified youth with an insight into the fire service through education, training, and supervised non-hazardous hands-on experience

### **B. ELIGIBILITY REQUIREMENTS**

1. *Age:* Must be 15 to 21 years old
2. *Education:* Must be enrolled in high school or college
3. *Background:* Must pass a background check
4. *Parental Consent:* For Cadets under the age of 18 parental consent is required. Both parents or guardians must sign a waiver and release of claims for their minor child to participate.

### **C. TRAINING AND RESPONSIBILITIES**

1. *Drills and Training:* Cadets must attend regularly scheduled training and drills. Cadets who do not regularly attend training and drills may be released from the program.
2. *Responsibilities and Restrictions:* With the exception of closely supervised training or drills Cadets are prohibited from operating fire equipment. Cadets are prohibited from responding to calls whether fire or medical. Cadets may not participate in tasks that could jeopardize their health or safety as directed by the Chief or designee.

3. *Supervision:* Cadets shall be supervised by a designated firefighter or advisor (as assigned by the Chief or designee) at all times.
4. *Uniform and Appearance:* If there is an approved uniform Cadets must wear the approved uniform. If no uniform is required Cadets must wear clothing that is in good repair and appropriate to the task and as required by the Chief or designee.
5. *Examples of Duties:* In addition to participating in approved training and drills Cadets may participate in equipment maintenance, fire prevention education, community events, clerical functions, office work, and engage in academic training. Additional activities may be approved by the Chief.
6. *Tools and Materials Used:* Cadets must return all tools and materials in a well-maintained condition to the appropriate location at the end of each shift.

#### **D. CONDUCT**

1. *Substances:* Possessing or being under the influence of drugs, alcohol or tobacco is prohibited during volunteer hours in this Program.
2. *Professionalism:* No horseplay is allowed in the station or on the grounds or any location where Cadet duties are being performed
3. *Confidentiality:* Cadets must not discuss, post or share information about incidents or patient care as this is strictly confidential.

#### **ACKNOWLEDGMENT OF RECEIPT**

I have received my copy of the District's Volunteer Cadet Program. I understand and agree that it is my responsibility to read and adhere to the requirements of this policy.

I understand and agree that nothing in this Volunteer Cadet Program creates or is intended to create a promise or representation that I have any right to continued volunteer assignments at the District and that my volunteer status is entered into freely and voluntarily and is not required by the District. I further acknowledge that my willingness to volunteer is one of mutual discretion which means that the District and I have the option to end the relationship at any time with or without cause or notice. My signature below certifies that I understand and agree to abide by this policy.

Volunteer Cadet Name (Printed) \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Cadet Signature: \_\_\_\_\_