



**Staff report for meeting date 4/15/2025 Version Two updated 4/14/2025
CORRECTION & update to comments/suggestions on Agenda item 5. a) 2: Capital Improvement Fund (CIP)**

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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: Invitation to Cal Fire Assistance Committee meetings, Notice from Norcal EMS that they are dissolving their non-profit corporation and will be changing to a Joint Powers Authority [Other than paperwork that will need to be signed by PRCSO, there will be no operational changes]. Notice from AT&T re: Public Hearings re: CPUC proceedings to update the Carrier of Last resort rules.

Outgoing: Signed form 700s sent the Sierra County Clerk-Recorder's office

Agenda item 4. b) 5 Staff Reports.

Risk Management Accreditation Program (RMAP) Our score was 7% and a refund check for \$944.16 is being mailed to the district.

County-Wide Hazard Mitigation Plan - Status of PRCSO Annex Part 1 of the annex was completed on 3/28/2025. The next planning partner meeting is scheduled for Tuesday April 29th in Downieville with a remote login option available. A copy of the annex is included in the online meeting documents.

Agenda item 4. b) 6 Firewise We have been getting invitations from other firewise communities and associations to participate in their events, but we can barely keep up with our own tasks here, so I have been declining the invitations.

Agenda item 4. b) 8 Pending Grants Cal Fires Rural Capacity 50/50 grant application is due May 5th. Re medical supply grant of \$800 from the Health Dept. Epi pens cannot be purchased.

Agenda item 5. a) 2: Capital Improvement Fund (CIP) and update to Policy #2010 Reserve Funds.
The board voted to create a CIP fund last October but was waiting for the CAL OES Standby income to arrive before allocating funds. My suggestion is to designate a portion of the \$100,000 investment in California Class as the "Capital Improvement Fund" and that the following text be added to Policy #2010 Reserve Funds.

Under **Policy 2010 Definitions** add:

Capital Improvement Fund This fund is dedicated to significant physical improvements, repairs, and renovations to district infrastructure and facilities. ~~It may also be used to purchase fire apparatus (engines and other vehicles required for Fire and EMS services).~~

Under **Policy 2010 Procedures** add:

The board may invest reserve funds per Policy # 2140. The balance of such investments shall be reported monthly by the District Treasurer. Interest on such investments shall be *(allocated to the general fire fund or kept in reserves?)* Currently the Policy states that interest earned on reserve funds shall be allocated to the "General Fire Fund". My recommendation is to keep the Policy as is, with the interest allocated to the General Fire Fund but I wanted the Board to be aware of this and to weigh-in if they think differently. The California Class Fund allows for sub-accounts making it easy to keep interest earned tied to a specific pot of money if the board chooses to go that route.

The district did receive one \$100 donation for the CIP in March.

Agenda item 5. a) 3: Consider update to Policy 1030 Risk Management and Safety. Draft copy provided in the packets.

Agenda item 5. a) 4 Additional Bylaw Clean-up Once again, while working on reformatting the bylaws with the last two month's adopted changes, I noticed another item that should be updated:

ARTICLE VII ORIENTATION OF BOARD MEMBERS & GENERAL CONDUCT

New Board members shall be given **a copy of the most recently adopted Director's Handbook**. ~~selected materials on the duties and responsibilities associated with Board membership, to include the: PRCSO HANDBOOK OF BYLAWS, POLICIES and PROCEDURES~~

Also, after giving this further thought, I would like to recommend that the board remove the language below from the beginning of the Bylaws. I am not aware of any reason why this needs to be in the bylaws.

DEFINITIONS

~~The Alleghany firehouses shall be known as Alleghany Station 1, located at 105 Plaza Court and Alleghany Station 2, located at 114 Miners Street; the Pike City firehouse shall be known as Station 67 or the Pike City Firehouse, located at 100 Pike City Road, Pike.~~

Agenda item 5. b) 1 Authorize District Fire Chief and/or Manager to cast ballots for membership associations The district receives voting requests for board members and bylaw changes from organizations that it is a member of. Currently The California Special District's Association and Golden State Risk Management Authority are the main ones. I usually just ignore them, because it seems like a waste of everyone's time to add these to our agenda for board approval. A way around that is for the board to approve having the Fire Chief and/or District Manager vote for the district. I would suggest keeping the language this way with the "and/or" included. If approved this will be added to the administrative duties policy.

Agenda item 5. b) 2 Request for the district to pay for American Heart Association (AHA) Instructor Training [For me] Our medical authority NOCAL EMS prefers AHA CPR classes over Red Cross CPR classes. I took an AHA class in Downieville in February and I can see why. The Red Cross class is geared towards lifeguards and the AHA class is geared more towards first responders. I did some research, and I can do most of the training online with an in-person test in Reno. The cost is \$152.45 for the materials plus a \$300 registration fee. There might be additional tax and shipping costs.