

Pliocene Ridge Community Services District
Serving the Communities of Alleghany, Forest City and Pike City
Website: plioceneridge.org email: plioceneridge@gmail.com

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
Tuesday September 16, 2025, 6:30 pm Location: Pike Firehouse

ALL MEETING DOCUMENTS ARE POSTED ONLINE plioceneridge.org

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE

Board members present: President Donna Williamson, Vice President Chris Mills, Director Pam Davis, & Director Chris King

Board members absent: Director Oregon Burns Tenney IV

Also in attendance: Chief Jim Buckbee, Captain Cameron Shay, District manager Rae Bell Arbogast via conference call. Notes were taken by secretary Genesis Devine

Meeting was called to order at 18:30 by director Williamson

2. CONSENT CALENDAR

- a) Approval of Agenda
- b) Approve Minutes for regular meetings held June 27th and August 19, 2025
- c) Ratify Treasurer's report & bill payments for August 2025

There were no objections to the consent calendar so items are approved and adopted per Director Williamson

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.

None

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

- a) **Correspondence since last meeting** – The credit card approved during the August meeting has been received and distributed to Captain Shay
- b) **Committee/Member/Business Reports:**
 - 1. **District Chief's report**
 - a. Jim reports that the first week of September was very busy due to lightning sparking many local fires. The department was able to staff a watertender and engine for pre position. Water tender 6790, staffed by Chris King & supported by Jamie Perkio was sent to the Oregon fire, where they worked 5-6 hours prior to pre position. Once released they resumed pre position assignment before being sent to the Quartz fire where they remained for approximately 3 days with support from Chief Buckbee & Ethan Esch. Once released Chris & Ethan were assigned to the Keystone fire briefly but were released due to accessibility issues. They were reassigned to the Convict fire with additional support requested from watertender 67 staffed by Chief Buckbee.
 - 2. **Assistant Chiefs' reports-** none
 - 3. **Alleghany Fire Department Auxiliary-** planning to have a booth at the Apple Festival on Oct 12 in Forest City. The hope is to sell t-shirts & increase membership
 - 4. **Board Member/Staff Reports** ~ Rae Bell reports that the district audit is delayed due to the continued delay of the final tax dispersal check. Rae has sent a follow up email without response
 - 5. **Firewise Communities** – none

6. **Firehouse Projects & ADA Compliance ~ Both Departments-** Chief Buckbee reports that an ADA compliant bathroom has been built by firefighters while on pre position assignment. The bathroom is 70% complete.

7. **Pending Grants** – none

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

a) **Unfinished business:**

1. None

b) **New business:**

1. **Discussion re Administrative Pay for standby assignments and paid mutual aid calls.**

Captain Shay reports that several members of the team are spending quite a bit of personal time on administration duties for pre-position assignments, as well as mutual aid calls. The department receives a 10% paid admin fee on these assignments so he suggests that those spending time on these tasks be paid an hourly rate equal to those on assignment or an increase in wage to reflect the allotted admin fee. Currently the admin duties are shared, primarily by Chief Buckbee, Captain Shay, & Rae Bell. As it currently stands, only Rae Bell is tracking the hours she spends working on these tasks & is paid at minimum wage. It was suggested by Chief Buckbee that the board secretary could assist with additional tasks pertaining to department assignments as well. Captain Shay to come up with a budget to be proposed to the board next month prior to the adoption of the new budget.

Additional items to be considered for admin purposes at Pike City Firehouse include a new printer & wireless internet.

President Williamson notes the importance of adding appropriate & specific language that would allow for the separation of volunteer and employee duties.

6. **ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS** ~ The next regular meeting is scheduled for Tuesday October 21, 2025 in Alleghany. Agenda items: Fiscal Year 25/26 Final budget adoption (did not get the required public posting done in time for the Sept. meeting)

Chief Buckbee expects to be going before the planning commission on September 25th for a hearing regarding the new storage shed. Once that is approved, he will seek board approval for the down payment & next steps.

7. **ADJOURNMENT**

Motion to adjourn meeting was made by director Mills, and seconded by director King. Ayes: Williamson, Mills, Davis, & King. Noes: none. Absent: Tenney. Motion carries & meeting adjourned at 18:50.



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 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 to be added to the email list for meeting notices.

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For phone Conference dial 978-990-5144 Access code 6919768#

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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 –

5. DISCUSSION and POSSIBLE ACTION ITEMS:

- a) Unfinished business:
 - 1. None
- b) New business:
 - 1. Discussion re Administrative Pay for standby assignments and paid mutual aid calls.

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Pliocene Ridge CSD ~ Treasurer's Report for August 2025

Beginning Checking Account Balance \$ 4,107.07

DEPOSITS

Date	From:	For:	Amount
8/28/2025	Savings	to cover upcoming expenses first week of Sept.	\$ 2,000.00

Deposits Total \$ 2,000.00

EXPENDITURES

Ck #	Date	To:	For:	Details Below	Amount
EFT	8/1	WA Bank Credit Card			\$ 1,022.23
		safeway	Food for multi agency training	\$ 22.51	
		Home Depot	supplies	\$ 47.80	
		Burtons Fire	WT67 parts	\$ 196.90	
		nuwave marine	hosebed 6760	\$ 71.02	
		Sierra Engergy	Fuel	\$ 255.62	
		Grocery outlet	food for preop	\$ 21.81	
		savemart	food for preop	\$ 120.13	
		Napa Auto	6760	\$ 108.86	
		safeway	supplies	\$ 52.06	
		USPS	postage	\$ 6.62	
		real graphic	first responder stickers	\$ 118.90	
EFT	8/1	PG&E			\$ 644.97
			Alleghany Firehouse	111.96	
			Pike Firehouse	\$ 189.13	
			Alleghany Streetlights	\$ 305.51	
			Forest City Streetlights	\$ 38.37	
843	8/4	Cameron Shay reimburse	Food for standby assignment	\$	202.12
2791	8/29	Rae Bell Arbogast	July payroll hours 14	Gross Pay 231.00	\$ 213.33
2792	8/29	Sierra County Public Works	Fuel	\$	532.98
EFT	8/29	EFTPS -IRS	Federal payroll taxes for July	\$	234.72

Expenditures/transfers out Total \$ 2,850.35

Ending Checking Account Balance \$ 3,256.72

Starting Savings account balance \$ 31,994.09
tr to checking \$ (2,000.00)

Ending Savings Account Balance \$ 29,994.09

General Fire Fund Total \$ 33,250.81

All Fire Funds (including reserves) \$ 206,632.69

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

Reserve account Starting Balance \$ 80,068.19

TR to Pike FH Fund
interest

Reserve account Ending Balance \$ 80,068.19

Total All Funds \$ 215,650.84

Reserve Account Detail	
Contingency	\$ 21,500.00
Alleghany Fire Unallocated	\$ 8,000.00
Pike City Fire Unallocated	\$ 23,950.00
Alleghany Firehouses	\$ 4,109.37
Pike City Firehouse	\$ 6,725.22
Alleghany Fleet	\$ 4,588.78
Pike City Fleet	\$ 1,202.95
Alleghany Dispatch Office	\$ 700.00
Streetlights	\$ 9,018.15
EMS Vehicle Fund	\$ 250.00
Interest Earned	\$ 23.72
Reserve Account Total	\$ 80,068.19

Note: Final update for For Fiscal Year 24/25 not done yet.

CA Class investment	
Beginning balance	\$ 101,957.27
Interest	\$ 374.57
CA Class ending Balance	\$ 102,331.84

Capital Imp. Fund =\$30,575.79 Gen. Fire Fund =\$71,756.05

Report prepared by Rae Bell Arbogast, Treasurer
Verified against bank statement and QB balances by: X
Note: Savings and Reserve account reconciled quarterly.

2:10 PM

09/10/25

Accrual Basis

Pliocene Ridge Community Services District
Balance Sheet
 As of August 31, 2025

This interim financial report is for managerial purposes only. It does not contain all year-end adjustments for fiscal year 24/25. Cash balances are accurate and will not be adjusted.

	Aug 31, 25	
ASSETS		
Current Assets		
Checking/Savings		
1000.1 · West America Checking	3,256.72	
1001.1 · West America Savings	29,994.09	
1002.1 · PRCSD Fund Account	80,068.19	
1003.1 · CA Class Investment Fund		
1003A · CA CLASS	71,756.05	
1003B · Capital Improvement Fund	30,575.79	
	102,331.84	
Total 1003.1 · CA Class Investment Fund		
	215,650.84	
Accounts Receivable		
1200.1 · Accounts Receivable	10,190.92	This is for the 2024 standby that has not been paid yet.
	10,190.92	
Total Accounts Receivable		
	10,190.92	
Total Current Assets	225,841.76	
Fixed Assets		
1300.1 · Property		
1300.2 · Land Alleghany	11,387.00	
1300.3 · Land Pike City	3,453.00	
1320.2 · Buildings Alleghany	52,594.60	
1320.3 · Buildings Pike City	103,438.89	
	170,873.49	
Total 1300.1 · Property		
	170,873.49	
1350.1 · Equipment		
1350.2 · Equipment Alleghany	60,612.31	
1350.3 · Equipment Pike City	65,853.35	
	126,465.66	
Total 1350.1 · Equipment		
	126,465.66	
1370.1 · Vehicles		
1370.2 · Vehicles Alleghany	41,821.72	
1370.3 · Vehicles Pike City	87,926.54	
	129,748.26	
Total 1370.1 · Vehicles		
	129,748.26	
1390.1 · Accumulated Depreciation	-268,445.36	
	-268,445.36	
Total Fixed Assets		
	158,642.05	
TOTAL ASSETS	384,483.81	
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100.1 · Payroll Liabilities		Payroll accrual is related to the 2024 unpaid standby assignment.
2100A · Payroll liability accrual	4,219.32	
2100.1 · Payroll Liabilities - Other	96.60	
	4,315.92	
Total 2100.1 · Payroll Liabilities		
	4,315.92	
Total Other Current Liabilities		
	4,315.92	
Total Current Liabilities		
	4,315.92	
Total Liabilities	4,315.92	
Equity		
3010.1 · Investment in Fixed Assets	142,917.52	
3110.1 · Retained Earnings	248,934.00	
Net Income	-11,683.63	
	380,167.89	
Total Equity		
	380,167.89	
TOTAL LIABILITIES & EQUITY	384,483.81	

Proposal to Pay PRCSD Volunteers and Staff for Administrative and Supportive Tasks that are Directly Tied to Mutual Aid/Standby Assignments

To: Board of Directors, Pliocene Ridge Community Services District

From: Cameron W Shay

Date: November 15, 2025

Purpose

This proposal seeks to address the compensation of personnel providing essential roles related to administrative tasks within the PRCSD. Specifically, it aims to establish a standard pay rate related to the processing of standby assignments, paid mutual aid calls, and the purchasing of groceries and supplies associated with these assignments.

Background

Administrative personnel play a critical role in supporting fire department operations by managing essential administrative tasks. Given the increasing demands of these responsibilities, it is necessary to ensure that their compensation is equitable and reflective of the value they bring to our departments. Currently a combination of volunteers and one paid staff member provide the necessary administration and support services that are required for the district to successfully fill staffing requests by outside agencies. These agencies (Cal Fire, USFS and Cal OES) pay the district for providing resources to fight fires and to preposition during extreme fire weather. The payment associated with these assignments includes a 10% line item (on top of the payment for personnel and apparatus) for administration. Support tasks associated with these assignments include: meal planning along with purchasing the necessary food, finding volunteers to fill the required positions, tracking time for the volunteer firefighters and apparatus, obtaining and submitting the required paperwork to the agency that made the request, tracking hours owed to each firefighter and the district, processing payroll associated with the resource requests, and generating invoices. Currently, only those volunteers who are on the assignment are paid based on a Salary Survey and quite often the support tasks go beyond the length of time of the assignment. Additionally the District Treasurer is paid at minimum wage to process the invoices and payroll.

Proposal Details

- **Establish a consistent pay rate for all tasks that support mutual aid/standby assignments:**
 - Adjust pay for administrative personnel to align with state secretary pay rates or to match the current firefighter pay rate of \$44.97 per hour for standby assignments and mutual aid calls.
- **Rationale:**
 - This adjustment will recognize the vital contributions of personnel performing administrative tasks associated with staffing and billing of standby

assignments,
paid mutual aid calls, and the purchasing of groceries and supplies associated with these assignments.

- Aligning their compensation with the pre-position pay rates of volunteer firefighters acknowledges the importance of their work and helps retain qualified personnel.
- Mutual aid and standby assignments require a substantial amount of administrative and support services that take place both before and after the actual assignment.
- Without these administrative and support services the district would not be able to fill these requests or earn the related income. The agencies that request district resources recognize this and add a 10% administrative fee to the payment for services.
- The purpose of the 10% administrative fee is to pay for the services that are currently being provided to PRCSD by both volunteers and one paid staff member.

Financial Considerations

- The funds for this standard pay rate will come from the **10% administrative fee** that is paid on all pre-position assignments.
- A thorough analysis of the current budget will be conducted to ensure the sustainability of this adjustment without impacting other operational needs.

Conclusion

By approving this pay increase for administrative personnel, the Pliocene Ridge Community Services District will not only enhance employee satisfaction and retention but also improve overall operational efficiency within the Pike City and Alleghany Fire Departments.

Call to Action

I kindly request the board's consideration and approval of this proposal to ensure our administrative personnel are compensated fairly for their crucial roles in our community services.

Thank you for your attention to this important matter. I look forward to discussing this proposal further at our next board meeting.

Cameron W. Shay
Cameronwshay@gmail.com