



## MINUTES of the Regular Meeting of the Pliocene Ridge CSD

### Board of Directors

Date: Thursday August 20, 2020

Location: Conference call due to COVID-19 concerns

**1. CALL TO ORDER:** The meeting was called to order at 6:39 pm by President Guyer. Board members present: Daniel Guyer, Bruce Coons and Chris Mills. Gracie Knowles was absent. Also present were Alleghany Assistant Chief David Arbogast and Pike City Assistant Chief Jim Buckbee, PCVFD non-profit President Roland Robertson and Public present: Vicky Tenney. Secretary Rae Bell Arbogast was present and took the minutes.

President Guyer thanked everybody for attending.

**2. CONSENT CALENDAR:** A motion was made to approve the consent calendar with one correction to the minutes by Bruce Coons 2<sup>nd</sup> by Daniel Guyer 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.

**3. PUBLIC COMMENT:** None

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

a) *Correspondence:* Incoming: Contract for use of area outside of the Pike Firehouse for Community Service center during Public Safety Power shut-offs (draft went back and forth) eventually signed and sent back, assistance by hire contract from CAL-FIRE (signed and sent back), updated co-operative fire agreement between the district and the US Forest service (signed and sent back)

Outgoing: Biennial Notice for Conflict-of-interest code review certification signed and sent to County Clerk, Thank you card sent to firefighter Josh Conrad for donating his pay from the Baker Fire (Gross \$186.21) to the District (will go into fund for Pike Fire Dept), grant application to the Cal. Fire Foundation,

b) *Committee/Member/Business Reports:*

1. *Station 71 Chief's report:* ~ no report (Asst. Chief Arbogast was in Montana at the time of the meeting)

2. *Station 67 Chief's report* ~ Assistant Chief Jim Buckbee reported that Chief Dorn was on a strike team on the Jone's Fire and could not attend the meeting. He said that it has been a very busy year with 32 calls so far. All of the vehicles are running. Engine 6770 has a water pump leak but it is minor and they are going to fix it after fire season is over. They have been training every-other week and are checking everybody's temperature prior to training as a covid 19 precaution.

3. *AVFD Inc. Non Profit Corp: report* ~ Vicky Tenney reported that they had the first meeting in a long time due to covid-19. They had it outside with distancing and one of their board members attended by phone. They have a full board now.

4. *PCVFD Non Profit Corp: report* ~ Roland reported that they cancelled the two prior month's meetings due to covid-19 but had their August meeting outside with distancing. They decided to cancel their summer fundraiser and may cancel the Christmas part too.

5. *Risk Manager Report:* No report.

6. *Board Member/Staff reports:* District Admin. report provided in writing attached to these minutes.

## **5. ACTION ITEMS**

### **a) Unfinished Business**

1. *Bylaws-Policies* A draft employee handbook was included in the meeting documents online. A motion was made to approve the handbook as presented by **Bruce Coons 2<sup>nd</sup> by Chris Mills 3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Alleghany Firehouse project:* Report provided in writing.

3. *Pike Firehouse Projects:* The hot water heater went out and Zac Kostik donated a new one. It is 90% installed and will have an on/off switch so that it will only be turned on during events to save power.

4. *Pending grants:* Roland reported that they got everything from the last CDF grant and have been approved for the current one.

5. *Wayman Dam* Nothing new to report

6. *Status of attorney consultation re: special district/non-profit issue:* Item under new business.

7. *Release of Liability & Indemnification from PCVFD non-profit corp:* The attorney advised against signing the resolution in its current form. This issue will be combined with the future MOU to be worked out by all entities once a committee for the purpose is formed.

### **b) New Business**

1. *Renew Rae Bell's contract for services:* A motion was made by Chris Mills 2<sup>nd</sup> by Bruce Coons to renew the contract with no changes to the scope except that her title will be changed to District Manager (from District Administrator). **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

2. *Resolution 20-078 to approve Dept. of Forestry agreement 7FG20102:* A motion was made by Bruce Coons to approve the resolution as presented 2<sup>nd</sup> by Chris Mills. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

3. *Approval of Summary of legal findings of attorney regarding special district/non-profit issue:* Vicky Tenney wanted to know which other board members had seen the actual legal opinion and stated that she felt it should be made public. She questioned if the summary was just Rae's take on it. Daniel Guyer stated that he had seen the document from the attorney and he thought the summary was a fair representation of the attorney's opinion.

Rae Bell explained that on Monday the 17<sup>th</sup> an email with the summary was sent to all board members, telling them to respond that they understood the confidential nature of the attorney's opinion and to let her know if they wanted a copy of it emailed to them. Daniel Guyer had already been given a copy of the opinion and no other directors had requested a copy as of the meeting date.

In the same email to the directors it was explained that the attorney advised against making his opinion public as it would void the "attorney-client" privilege of the district. If any directors felt that the memo should be made public it would need to be placed on a meeting agenda for board approval. It would require an action of the board to make the attorney's correspondence public.

After further discussion, a motion was made to approve the summary with one small change and the caveat that an item would be placed on the Sept. agenda to consider making the full opinion public. Motion made by Bruce Coons 2<sup>nd</sup> Chris Mills. **3 Ayes, 0 Nays, 1 Absent, 0 Abstain, 1 Vacant, Motion carried.**

## **6. NEXT MEETING AGENDA ITEMS**

The next regular meeting is scheduled for Thursday Sept 17<sup>th</sup> at the Pike Firehouse. It was decided by consensus to try having it outside with social distancing. Items on the agenda: Adoption of the final budget for FY 20/21, formation of an Ad Hoc committee for the purpose of working out an MOU between the district and the non-profits, consideration of making the memo from the attorney re special district/non-profit issue public.

**ANNOUNCEMENTS** None

## **ADJOURNMENT:**

There being no further business before the board, the meeting was adjourned at 7:17 PM.

Respectfully submitted,

Rae Bell Arbogast  
Secretary