



Pliocene Ridge Community Services District

Staff report for August 20, 2020 board of director's meeting

Prepared by Rae Bell Arbogast

In June I reported that we got notice of a grant opportunity from the California Fire Foundation for up to \$15,000. The deadline to apply was July 15th. After talking to the Chief's about it, an application was submitted for the full \$15,000 for both structure and wildland turn-outs and PPE. This grant could be used for the CDF grant 50/50 match but rather than use it for the CDF match I put the CDF grant as a match towards this grant to increase our odds of getting it. We already budgeted for the CDF grant. So the total project would be \$25,000 with an approx. \$10,000 match (\$5,000 from CDF and \$5,000 from the district). Since structure turn-outs cost approx. \$2,000 a pair this really doesn't go very far. If we do get this grant the Chiefs can decide how to spend it. Because the CDF grant had not been approved yet, when the application was submitted, I kept it open stating that the entire amount would be used for structure gear and/or wildland gear. We should be getting a response in September letting us know if we got funding or not.

Reports on Specific Agenda Items

Agenda item 5 a)1 Employee handbook – A recent review of the Agreement with the Dept. of Forestry and Fire Protection for the Fireman's assistance 50/50 grant turned-up an unmet requirement on the district's part and that is a requirement that a drug-free workplace awareness program be in place. The employee handbook as presented takes care of that issue along with several other risk management items. Because the firefighters are paid occasionally on mutual aid calls the adoption of this handbook provides some important protections to the district as an employer. The boiler-plate document used to create this handbook was recently provided to the Alleghany County Water District by an HR attorney and I modified it for the district. It still needs a lot of work and several of the existing policies and procedures should be incorporated into it. So, it will be another ongoing project...but it is better than nothing.

Agenda item 5 a) 2 Alleghany Firehouse & ADA Compliance At the June meeting the board authorized applying for additional funding if the labor quote came in at \$30,000 or less. It was more difficult than expected to get labor quotes. After multiple follow-up communications with two contractors, one of them provided a labor estimate of \$36,500. I finally gave up on the other contractor but have another one who I plan on contacting referred by Dan Guyer. Hopefully by the September meeting there will be more to report. We do have to provide a status update to USDA this month and I will do that.

Agenda item 5 a) 7 Release of liability and 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.

Agenda item 5 b) 1 Renew Rae Bell's contract for services as District Administrator Manager

This should have been on the June agenda but we forgot. I am proposing that my contract be renewed with no changes to scope or pay but I would like to swap the title of "administrator" with "manager" because I think it sounds better (simpler) and it is a fairly common title for people who do what I do. Currently paid \$200 per month and includes the positions of Treasurer & Secretary. Position does NOT oversee Fire Chief(s) but is a support position for management and the Board of Directors.

Agenda item 5 b) 2 CDF Fireman's assistance grant: The district was awarded funding for five sets of turn-outs and 2 pairs of boots for the Alleghany Fire Dept. AFTER the application was submitted, I found out that Pike's new turnouts are Khaki colored and include lettering. Chief Dorn's goal is to get us all outfitted, so that we look like a unit on calls. Also, the ability to identify crews on calls with multiple agencies involved can be very important. The Khaki color is a little more expensive than yellow which I was quoted plus the lettering adds expense as well. I got a revised quote after the application was submitted and it was \$787.96 higher. There is a clause in the grant agreement that says we can request more \$ if we go over budget and we will do just that but there is no guarantee that it will be approved. The Alleghany turn-outs will be the same color and style as Pike's but the lettering will say Alleghany instead of Pike City.

The amount applied for in the original application was \$9,914 (50% = \$4,957) but the total cost will be closer to \$10,701.96. (50% =5,350.98)