



Staff report for meeting date 4/18/2024

Prepared by Secretary/Treasurer Rae Bell Arbogast– *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** Letter from State Controller's Office regarding annual compensation report due by end of April. **Outgoing** Additional form 700s sent to Clerk Recorders office **Email topics (in & out):** Sierra County and PRCSD Chief Officers re: emergency preparedness grant, PRCSD Chief Officers and Sierra County re Form 700s, GSRMA re: insurance indication for FY 24/25, Sierra County Auditor Van Maddox re: title III billing for firewise admin, Blain Boden re audit engagement letter, PCSF re architect's executed contract, Robin with USDA re vehicle grant, GSRMA re: training grant, Cal fire re grant opportunities.

**Agenda item 4. b) 5 Staff Reports.** A person has been scheduled to weed whack at the Alleghany firehouse Station 1 on June 1<sup>st</sup>.

**Agenda item 4. b) 8 Pending Grants** The district was awarded the \$1,000 training grant from Golden State Risk Management Authority (GSRMA) that was applied for to help cover the Public Safety First Aid Class held in February and March.

Re: USDA vehicle reimbursement grant: according to Robin Yaso with USDA we should know by the end of May if the grant has been awarded.

**Sierra County OES is administering an emergency preparedness grant and PRCSD was allocated \$6,000.** The district applied for medical bags, medical supplies and equipment plus a set of 4 CPR training mannequins. The deadline to submit the request was April 15<sup>th</sup>.

#### **Agenda Item 5. B) 1. Proposed Budget Changes**

1. I am seeking board approval to combine the expenses for Fire Dept. Trainings into a single category (no longer tracked by fire department). Often, PRCSD gets grants to cover most of the training costs and the grant income is not split between fire departments. I see no reason to track the corresponding training expenses by department. This will simplify the bookkeeping.

2. I would also like to combine medical supplies into one expense category (no longer tracked by fire department). The reality is that we are already sharing medical supplies between fire departments. Many medical supplies have expiration dates, so it makes sense to use the older stuff before more is purchased. It is more efficient from both a bookkeeping standpoint and an operational standpoint to have a single budget category for Medical Supplies and to share the supplies between the fire departments on an "as needed" basis.

**Agenda Item 5. B) 2. Consider increasing credit card balances for District Chief and dept. assistant chiefs as well.** Currently (per previous board action) the Treasurer's credit card is the only card that has the full line of credit of \$17,500 available on it. The Chief and 3 assistant chiefs all have \$1,000 available on their cards. A situation came up this month wherein the Chief was exploring the options for purchasing an engine for the Pike Rescue truck and his card balance was not adequate to execute one of the options under consideration. (Another solution was found)

Considering the fact that PRCSD has accounting controls in place requiring receipts be submitted for all purchases, and all purchases are listed on the monthly treasurer's report, I don't see any reason not to increase the balances on the three cards. The chiefs are responsible for immediately reporting if a card is lost or stolen and that would probably be the greatest risk for fraudulent activity.