

MINUTES of the Regular Meeting of the Pliocene Ridge CSD Board of Directors

Date: Thursday Feb. 20, 2025 Time: 6:30 pm Location: Pike City Firehouse, nobody called in to the conference call, hung up after ten minutes.

1. ESTABLISH QUORUM, CALL TO ORDER, FLAG SALUTE: The meeting was called to order at 6:35 pm by President Chris Mills. **Flag Salute.** Oath of office administered to Christopher King: All board members were present: Bruce Coons, Pam Davis, Chris King, Chris Mills and Oregon Tenney IV. Also in attendance: District Chief Jim Buckbee, Alleghany Assistant Chiefs David Arbogast and Ned Cusato, Pike City FD Captain and District Risk Manager Cameron Shay, Firefighter: Jamie Johnson. Pike Community Support Foundation Treasurer Denise Ruane. Public: Vicky Tenney, Pliocene Ridge CSD Secretary Rae Bell Arbogast was present and took the minutes.

2. CONSENT CALENDAR:

Approval of current Agenda, the minutes of the regular meeting held January 16, 2025, and the Treasurer's report for January 2025. **A motion was made to approve the consent calendar by Director Coons and seconded by Director Davis. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

3. PUBLIC COMMENT: None

4. INFORMATION/DISCUSSION ITEMS

a) Correspondence Incoming. Confirmation letter from Liebert Cassidy and Whitmore re ethics and harassment prevention training scheduled for Feb. 3rd. Public Notice re PRCSD board vacancy from Sierra County Clerk-recorder forwarded to district email list and posted on bulletin board at post office. **Outgoing:** Signed oaths of office for B. Coons and C. Mills sent to the Sierra County Clerk-Recorders Office.

b) Committee/Member/Business Reports:

1. District Chief's Report ~ Interim Chief Jim Buckbee reported that there had been one call since the last board meeting. It was a vehicle fire at Celestial Valley at midnight in very stormy weather. The emergency call tally for 2024 shows a total of 34 calls, plus there were a few cancelled calls that were not assigned numbers. Almost everyone attended the Harassment Prevention training on Feb. 3rd and those who needed Ethics stayed for that as well. The departments had their annual CPR refresher class the previous Monday.

2. Assistant Chiefs' Report: Ned Cusato reported that he is back on duty as a first responder. [No longer on worker's comp.]

3. Alleghany Fire Department Auxiliary: ~ It was incorrectly reported that their annual membership meeting is scheduled for April 12th. [It is scheduled for April 9th]

4. Pike Community Support Foundation ~ Chief Buckbee reported that he is working with the Foundation's treasurer Denise Ruane on purchasing items needed for the Pike City Fire Department.

5. Board Member/Staff Reports ~ Red Cross Instructor Rae Bell reported that she had taught a CPR for Professional Providers course to the Sierra City Fire Department on February 11th with seven students. A Public Safety First Aid course has been scheduled for the first half of March. It will be held at the Pike City Firehouse with firefighters from N. San Juan, Pike and Camptonville attending.

Risk Manager Cameron Shay reported that the Risk Management Assessment Program (RMAP) documentation is due by March 7th. He and Rae Bell have been working on gathering the needed information. He also reported that the district is getting set up to use Vector Solutions a training platform that is offered by Golden State RMA. He and Rae Bell are set up as administrators. [Both attended a zoom meeting on the 12th, to get started.]

Director Tenney brought it to everyone's attention that per District Policy # 1030 there is supposed to be a Safety and Risk Management Committee. It was noted that the district used to have those committees but in recent years has let them lapse. Staff will look the Policy over and report back to the board next month.

6. *Firewise Community Projects* ~ One related item under "New Business". Chief Buckbee shared that Cal Fire has issued new fire risk severity maps and established a new zone "0" within 5 feet of houses which is supposed to be clear of anything that is combustible.

7. *Firehouse Projects & ADA Compliance*:~ Re: Alleghany Station 1 no progress has been made on developing the scope of work for the repair work.

Re: Pike City FH Chief Buckbee reported that he had texted an engineer about the purported need for engineering to install the bathroom in the engine bay. The engineer did not believe it should be required. Probably best to "just do it".

Denise Ruane handed out an email from the architect with answers to the final set of questions from the committee. Everyone agreed that the two-bay garage should be tackled first, then the much larger project of bringing the existing firehouse into ADA compliance can be addresses as a separate project.

First step for the two-bay garage is to run it by the Sierra County Planning Commission for a waiver on the set-back requirements. Chief Buckbee will do that. There was a discussion about possible options for the two-bay garage, the company that manufactured the metal building in Alleghany is out of business. Nobody knows of one that can meet our snow-load requirements. Investigation ongoing.

8. *Pending Grants* – The grant funding of \$22,300 from USDA rural development for the rescue truck was deposited on Feb. 4th. No other grants are currently open.

5. ACTION ITEMS

a) *Unfinished Business*

1. *None*

b) *New Business*

1. *Secretary Position*: No applications came in. It was decided to run the ad for another month and to include it in the annual mail-out to residents and property owners.

2. *Consider Investment Options* The treasurer reported that she had been searching for investment options for the district for some time. The best opportunity that she found to-date is California Class which is a local government investment pool. It is endorsed by the California Special District's Association. Per Calif Code section 53601 Gov entities must comply with a high standard for making investments. Per Crystal Lynn with California Class these standards are referred to as the "guardrail for public investing" it has three pillars Safety, (must be Tripple A rated), Liquidity, (can pull money out on short notice.) Yield (must have competitive rates of return) The current average annual return is a little over 4%. After further discussion, including looking at current bank balances and liabilities, **A motion was made by Director King and Seconded by Director Coons to authorize the Treasurer to invest \$100,000 from the West America Bank regular savings account to a new account with the California Class Investment Pool. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

3. *Bylaw clean-up*. After a discussion **a motion was made by Director Coons to adopt the revisions to the bylaws as presented in the meeting documents and seconded by Director Davis. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

4. *Consider Proposed changes to Policy 1020 Administrative Duties* After a long discussion including some confusion because the draft changes had accidentally been left out of the email packet (but had been posted on the website and in the print copies): **A motion was made by Director Davis and seconded by Director King to adopt the changes as presented with a few minor changes as attached to these minutes. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

5. *Adopt employee job description for Rae Bell Arbogast.* Rae Bell explained that she had been discussing the topic of donating time with Golden State's attorney service. Based on that conversation via email (all directors cc'd) for an employee to donate time, it must be for tasks that are distinct from the paid position. Because the Red Cross Instructor job is very distinct from District Administration, she wished to remove that from the Draft Job Description, stating that she will donate her Red Cross Instructor time, along with continuing as a volunteer first responder (EMT). She does not track her first responder time but does track the Red Cross time for planning purposes. The Directors requested that the job description be separated into two descriptions, one for Treasurer and one for District Administrator. **Motion made by Director Coons and seconded by Director King to adopt the job descriptions as described above. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

A second motion was made for Rae Bell Arbogast to assume the job title of District Manager and Treasurer at her current rate of minimum wage, effective immediately by Director King and seconded by Director Davis. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.

6. *Authorize the renewal of the PSP Resource Center agreement with PG&E for use of the Pike City Firehouse.* **Motion made to extend the agreement for two more years as proposed by PG&E by Director Tenney and seconded by Director Davis. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

7. *Update Signature Card at Bank and Safety Deposit Box* Resolution #25-097 was adopted to add all sitting Directors as signors with the Treasurer authorized for online access and transfers. Directors Davis, Mills and the Treasurer added as deposit box key holders. **Motion made to adopt Resolution 25-097 by Director Davis and seconded by Director King. Ayes: Coons, Davis, King, Mills, Tenney Noes: none Absent: none Abstain: none ~ Motion carried.**

8. *Approve annual firewise/informational mailer to residents and property owners of the district.* It was decided by consensus to approve the draft mailer with the addition of a plug asking for volunteers.

9. *Appoint Officers for 2025* Tabled in the hopes that an application for Secretary will be received.

6. ANNOUNCEMENTS, NEXT MEETING DATE & AGENDA ITEMS:

The next regular meeting is scheduled for Thursday March 20, 2025 at 6:30 pm in Alleghany.

ADJOURNMENT: There being no further business before the board, the meeting was adjourned at 8:10 PM.

Respectfully submitted,

Rae Bell Arbogast
Interim Secretary