



# Quincy Fire Protection District

Board of Directors

Meeting May 11, 2023

Feather River Bulletin Conference Room

287 Lawrence St. Quincy, CA 95971

- I. Chairman Mike Taborski called the meeting to order at 8:03 a.m. with Commissioner Mansell, Fire Chief Robbie Cassou, Deputy Chief Frank Carey, and Administrative Secretary Karrie White present.

Public Comment:

- None

- II. Mansell made a motion to approve April 13, 2023, meeting minutes. Taborski
- III. seconded the motion; the motion was approved.

- IV. Financial Report: Taborski

- a. Taborski: Karrie with Andy absent I am going to rely on you regarding the financial transition, please highlight anything you can. Karrie said she emailed the March financials, a few things to note regarding safety equipment drawing attention to the \$3,392.64 for LN Curtis for the purchase of wildland firefighter gear.

Cassou informed the board this was part of the 50/50 grant so we will be getting half of the cost back. The Plumas County auditor's office processed the admin fees for our allocation's collections of direct charges of \$4,100.31.

Karrie continued: Under truck maintenance misc. parts charged for repairs on the engines, and batteries, in building grounds we had our annual fire extinguishers recertifications for the station's \$1,022.80 Alpine Fire Service. Utilities are still higher than normal due to the winter weather Ferrellgas is the majority of the cost.

Mansell inquired about the restricted funds and if we received them? Karrie said no and questioned Julie White at the Treasurer's office and was told the balance is a starting balance that includes these funds.

Taborski inquired about April showing no balances because it was not processed by the County Aprils financials are in QuickBooks, Karrie did several different reports. Taborski suggested doing a similar spreadsheet like the Excel that we get from the county. Mansell noted that QuickBooks has preset reports, play around with it and fine-tune the reports and urged Karrie to call Kathy to get help.

Taborski: asked about property insurance from Flanigan and Leavitt for \$20,770.00 and how much is that, if any, is for Andy's way, and it was reported that none of that amount was for the recent purchase. Mansell asked Karrie to call Flanigan Insurance about coverage, making note that no tenants are currently living there. Fasis / workman's compensation insurance 4<sup>th</sup> quarter payment \$13,458.00. Fechter & Company for the remaining balance of the 2 yr. audit \$3,800.00.

Taborski informed Karrie that we have exceeded our year-to-date budget for utilities and questioned how this happened. How did we miss this when we did the budget? Cassou explained that we had an extremely bad winter and the cost of heating the engine bays is not what you can budget not to mention the increase in the cost of fuel.

Frank Carey questioned if we get a first responder discount from the propane company, which we do. Frank informed the board Eagle Energy has reached out to him, and they are putting together a proposal. Cassou added a bit more regarding about propane gas usage mentioning they used the burn building for training quite a few times, car fires, and props during the Academy so you will see that in the cost of fuel and heating in the next month's utilities.

- b. Claims Signed:**
  - Claims signed
- c. Fire Chief's Report: Chief Cassou**

- a. Last month we had 38 medical calls and 5 fire calls for a total of 43. We are running 3.8% increase on the number of responders per cal.
- b. On the 4/11/23 fire drill, we had a wildland field day led by Captain Matt West who set it up with the Forest Service.

On 4/18/23 rescue drill, Frank reported that he and Chad Lewis went through different types of splinting, explaining that the splints that we carry on the ambulances and Engine 8151 are formable splints how to wrap properly along with proper backboard techniques. Cassou this was a great drill lot of repetition and kept people moving.

On 4/25/23 we did a wildland interface structure triage drill led by West and the Forest Service

c. Drills – May

5/2/23 – Officer meeting

5/9/23 – Fire drill: Burn Building led by Carey. 13 firefighters came from Meadow Valley Fire Department. There were set up two different stations on separate sides of the burn building with lots of repetitions and was considered a very good exercise.

5/16 /23 – Rescue: Mike Grant will be doing the Swift Water Rescue on Tuesday morning but will first test the water temperature to see if on site or in classroom.

5/23/23 – Fire drill: Communication / Mayday: Led by Carey on what to do if a firefighter goes down in a building and how to call in the Mayday what to say on the radio and what not to say.

5/30/23 – Maintenance

Other classes that have taken place are Driver Operator 1A and 1B which overlapped with the Academy with Jessie Lazzarino, Chopper Munoz, Riley Dupont, and Jason Ackley participating. They are getting their paperwork done for the DMV firefighter endorsement on their driver's license.

### Chief's Report:

We have an opportunity to host an incident command system for the 300 and 400 classes. Firefighters are required to have IC 100, and IC 700, and a Captain or Lieutenant is IC,100, IC,200, and IC,700. Fire Chiefs' requirements are 100, 200, 300, 400, and 700. Quincy Fire has this opportunity to sponsor these classes. They would be free and grant-funded, Frank may be looking into this in November.

It was suggested to the board, and chief said he has mentioned this to Karrie the idea of sending her to a QuickBooks class, especially with the human resource part of it in dealing with payroll. The board approved her attending the class in Reno in late May.

### Fire Prevention Report:

- Feather River College: the progress has been zero on the hydrant and the fire alarm situation. This month the chief and Frank will be getting together with Tony Warndorf at the college to test all their fire hydrants.

Mansell brought up our concerns regarding the alarms and fire hydrants not working. Carey informed the board it is on his radar, noting that the alarms at the 20 Central Ave dorms go off so often that now no one evacuates, adding that they are sitting around joking and laughing in the building not taking it seriously. He said he has talked to Kevin Trutna regarding this issue about putting heat sensors in the individual rooms instead of smoke alarms. Taborski asked if there is anything we can do to get Trutna's attention on this and that we are serious about this? The board members had a long discussion regarding the multiple past issues and red-flagging the rooms until the repairs are completed.

The board members felt it was time to issue a stronger resolution from the district to enforce the corrections. The board made a motion to red-flag FRC's building that are in violation at the end of May and enforce the repairs to be completed.

Mansell made a motion to direct the Fire Chief to inspect to ensure compliance with the hydrant and alarm system in the event it is not in compliance the Board instructs the Fire Chief to red-tag the buildings and apartments, and red flag any fire hydrants if not compliance by August 1, 2023 which could close the campus. Taborski seconded the motion, the motion was approved.

- Chief gave an update on the Westside Theater issues stating that he has met with them a few times. He spoke with building owners Earl Thompson and Eddie O’Conner, and tenant Tom Hepner regarding a complaint we received that the Southeast exit needs to be cleared it’s blocked with freezers. The chief performed an inspection and saw some of items were blocking the rear exit.

They are working on the easement and a new set of double doors that are the new exit in the alleyway by Forest Stationers.

- Jail Project: The chief said he has had virtually no involvement or interaction other than Title 22, Chapter 7 regarding fire hydrant placements, lock boxes, and command centers. The State Fire Marshal office has been dealing with the majority of this project.
- Plumas District Hospital in dealing with their water systems for their proposed project. We offered them three choices on what they can do, and they now plan to “loop” the hydrant system.
- We hydro-tested half of our SCBA bottles last month in Reno and now we need to do the other half. We have a mobile guy coming up on May 24 to hydro-test the rest of our cylinders. We are having problems with our air compressor system.
- Chopper and Jessie and Frank are doing a Fire Prevention Week at the Plumas Charter School and the Preschool on May 17, 18.
- The American Valley Speedway Races are coming up this weekend Carey said they take Engine 8151 and ‘Mighty Mouse’ which has now been converted from winter to summer usage.

d. Engine Company Reports:

- Engine 8161 for the repairs and certification we received the final bill of \$24,870 which included all labor, parts, fuel cost and pump testing. We are selling our older ladder truck.
- OES Engine 360 is still out of service and probably will be for some time. It is in Sacramento again for repairs. Engine 8123 from Station 3 is at Station 1 filling in for OES 360.
- Engine 8124 had some pump-packing issues which Chopper has handled.
- We had 17 students graduate from the Fire Academy with only one that missed four days and we did extra credits for him. Nine people took advantage of ICS 100 and 700 training that also.
- The Fire Safety house had some issues over the winter snow load cracked the roof ceiling in the kitchen area were looking to see what it will take to repair on the fifth Tuesday.
- Frank informed the board of his work schedule and the hours since he has been on the payroll. He said he has been spending 3-5 hrs. a day, working with Robbie on paperwork, grants, etc., and anything that arises.  
Carey is doing outreach programs in the community and at FRC and Plumas Unified District Schools to teach fire safety and look for volunteers. He has scheduled fire extinguisher training for PDH in June.

d. Other Business:

- Fire Station 2 replacement:
  - No updates.
- Discussion, and possible action regarding the purchase of Andy's Way property:

- No updates
- Discussion and possible action regarding the progress of the LaPorte Facility project:
  - No new updates at this time
- e. Discussion and possible actions on Plumas Bank Accounts:
  - Karrie brought to the board's attention that the 4% Plumas Bank CD will be expiring soon, and we need to decide on how much we are moving into these CDs. It was recommended that \$1million be put in the 11-month CD and \$500k into the 7-month CD. The board had a long discussion regarding penalties if we have to use the money during fire season for other unexpected expenses.

Taborski called Treasurer Ryback, who was sick and at home this day, to get his recommendation before we made a motion to approve. After some discussion, there was discussion regarding the use of the money market account and directed Karrie to speak with Jeb at Plumas Bank to see if they are no fees to write checks from the money market account then we can close the checking account. but if we are charged a fee, we keep the checking account open and move money over as needed for expenses.

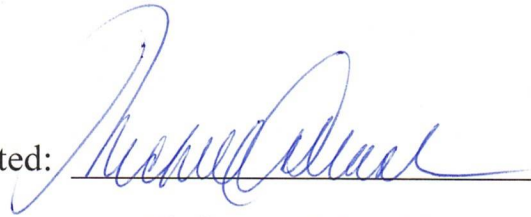
Mansell approved the second amended motion to move \$1million to an 11-month cd and \$500k to a 7-month cd and not close any accounts until the next board meeting if you find out there is a limit to writing checks, we can discuss this at the next board meeting. Taborski seconded the motion, the motion approved.

- Closed Session: Personnel Wage Increase
  - Due to Treasurer Ryback being absent, the board members agreed to move this agenda regarding a salary increase for Karrie White to the next board meeting, with any decisions agreed upon to be made retroactively to reflect on May 1.

Taborski made a motion to adjourn the meeting and Commissioner seconded the motion.

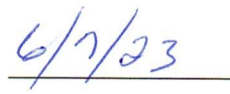
The Meeting was adjourned by Chairman Taborski at 9:57 am

Submitted:



A handwritten signature in blue ink, appearing to read "Robert Taborski", written over a horizontal line.

Chairman Taborski



A handwritten date "6/7/23" in blue ink, written over a horizontal line.

Date

BOC 5/11/2023