



Quincy Fire Protection District

Board of Commissioner's

Meeting December 8, 2022

Feather River Bulletin Conference Room

- I. Chairman Mike Taborski called the meeting to order at 8:00 a.m. with Treasurer Ryback, Fire Chief Robbie Cassou, and Administrative Secretary Karrie White present
- II. Public Comment: None
- III. Ryback made a motion to approve November 10, 2022, meeting minutes. Taborski seconded the motion, the motion was approved.
- IV. Financial Report: Treasurer Ryback
 - a. Ryback: Karrie has provided the financials with backup support we ended the month with a little over 2.2 million in cash balances. The county posted the water bill in office expense so is higher than normal and utilities should be higher than it is.
 - b. Taborski: anything to add regarding the financials Chief, Cassou mentioned the generator projected cost is \$12k over budget from what we receive in the grant. We will be using part of the PG&E funds we received to offset the cost. The board members and Chief Cassou ensued in a detailed conversation about the changing cost for the generator project.
 - c. Claims signed
- V. Fire Chief's Report - Chief Cassou
 - a. Calls for November: We had 32 calls for emergency medical services, seven fire-related calls, and no hazmat calls for a total of 39 calls with an average of 2.92 persons per call.
 - b. Drills – December
 - On 12/6/22 – Officers meeting
 - On 12/13/22 – Rescue drill auto extrication
 - On 12/20/22 – Holiday Christmas Party

On 12/27/22 – Fire drill communications and Mayday instructors .

c. Engine Company reports.

- 8161: I drove down to Hi-Tech and did a few things to assist in getting the repairs moving forward. The testing went well. They are easy fixes, but I could not get the ladder to recreate what it did. Basically they said it from nonuse, Cassou and the board had a lengthy discussion on whether the district is keeping the new ladder truck or selling it due to safety issues.

d. Monthly Inspection: Cassou

- Still working on Feather River College water fire hydrants, I've tested about 6 of them and they still have the same problems. I spoke with Quincy Community Services District. They are working on a grant to update all the fire hydrants in Quincy.

The State that is giving the grant is requiring the water service district to take over FRC water fire hydrants for them to receive the grant. The Chief and the board members had a detailed conversation regarding the multiple fire hydrants and sprinkler system issue with FRC along with the connection to the annex buildings.

- I did a reinspection of the Environmental Alternatives building they have done a fantastic job getting the red flags from the summer's inspection completed.
- Plumas Rural Services located on Jackson street have done a third of the required red flag items to repair from the April inspections.
- Shady Pines Mobile home trailer park hydrant inspection had a valve draining issue. I went out two weeks later and it is still not draining correctly. I spoke with AVCSD they refuted it was not theirs, So I pulled out the Districts maps and it does belong to them AVCSD will be doing the repairs to the hydrant.
- I went out to Pioneer RV park and performed a water hydrant test.
- I am having issues with Plumas District Hospital new senior citizens building, the hydrant system they were installing was supposed to be a looped system, which was the original plan. PDH is running into some issues with the Department of Fish and Game regarding some bridges that go over the creeks, the engineering firm is trying to figure out how to run pipes through there. A lot of their numbers didn't make sense to me so I will still be working with them.

- PDH childcare dealt with red flag issues while I was there doing a re-inspection, so they are completed.
- The new SPI sprinkler system additions to date have not been repaired from the first inspection which was missing sixteen sprinkler heads and would not pass a sixty-second flow test. I have been in contact with Matt Taborski and the contractor that installed the system Matt is not happy with how they are handling the whole operation. Matt will get back to me when the repairs have been made.
- Plumas Charter School alarm system is finally signed off they are finishing up with an address sign out front.
- The County building department, and environmental health are working on putting a firewood processing plant out by trilogy with a kiln to dry the wood for people to buy.
- The old downtown trailer park site Plumas Crisis Intervention & Resources Center is taking it over. PCIRC wants to close off the exit next to the chevron station. If you come in by Bucks Lake Rd there is a main building that is going up with a cafeteria, shower rooms, laundry services, then multiple little cabins on both sides.

There is just no access for a fire truck or ambulance to get through. I replied to the building department when I received the email and said no, I cannot sign off, there is no access for any emergency vehicle to get through.

- I did a variance on Quintopia Brewery the post indicator valve to shut off the sprinkler system with a break away lock at the street so you can repair the sprinkler heads or shut off the system after the building has collapsed. The contractor did not put it in. There is a window right where it was supposed to be so now you can reach inside and turn it off.
- Steve Fowler is retiring at the end of this month and the department is getting a card to send to him since he lives in the Redding area.

VI. Officer elections this month. The newly elected Officers are Anthony Arcangeli, Dale Ready, Matt West and Eric Vinyard. Were re-elect as Officers for 2023.

VII. We will have the corporate board meeting on December 15 of this month.

VIII. The Christmas holiday party will be on the twentieth of December. We have Oran Morrison, Tim DeMartile from Double Barrel BBQ doing the menu, Brian Roccucci is unavailable. Susan from Carey's Creation will be making the cake.

- IX.** The Community supper is on fourteenth of December Captain Dale Ready has taken over with John Gay shadowing the preparations; they are doing in house meals and meals to go.
- X.** On December second, we had the Sparkle parade with engine 8124 with Josh Mundy driving, Ray Nichols as Santa in the front seat, 8176 Dale Ready driving and support team came out and decorate support 81 with Jeff Soucek driving in the parade.
- XI.** On the third of December we had a mental health first aid class for EMT's and firefighters upstairs at station one an all-day 8-hr. class recognizing and de-escalating people that have suicidal tendencies for first responders, and what they go through along with recognizing it in your co-workers as well. Firefighters die from suicide more than anything else on the job. Great program, good turnout the District had 7 of people there as wells 10 from PDH ambulance.
- XII.** American Valley Hardware is having their Holiday Giving buy local event donating 5% of their profits to Quincy Volunteer Fire Department on December twenty second is QVFD day to shop.
- XIII.** One January tenth we start our fit testing, immunizations, and ID photos, for anyone that needs an ID. We recalibrated the two fit test machines that we have. Looking at about \$1,7k for the cost to send out and recalibrate.
- XIV.** The upcoming Chiefs job position has been posted to the Quincy Volunteer Facebook page the Districts website. Plumas County Fire Chiefs Association posted the job ad yesterday. Also looking at posting job ads to FireCareers.com and Indeed, LinkedIn, Work Force for Alliance which posts to Cal Jobs.

Ryback noted at the Officer meeting the board spoke to the captains about the outline the board is using for interview process at that time Deputy Chief Frank Carey shared that he will be applying for the position.

Ryback mentioned to the Captains that the Chief will be taking at least a 6 month break to readjust and for the new Chief not to have the existing Chief involved before volunteering his time to the department.

Taborski asked if Chief Cassou had any recommendations for the interview panel participants, the panel would consist of the three board members I spoke with retired Deputy Chief David Windle, Cassou agreed on David Windle sitting on the panel and also recommended the Chief of Plumas Eureka, and the former Chief of Chester.

XV. Other Business:

- 1.** Fire Station 2 replacement:
 - Cassou no updates at this time

2. Discussion, and possible action regarding the purchase of Andy's Way property:

- Chief Cassou noted the Mobile home on the property is gone, Karrie placed an ad in Facebook classified as free, needs a new home, you move, must go. So as of last Saturday a man from Marysville area that lost his home in the fires hired a licensed mover to transport with liability insurance to his residence that saved us a cost of 4k to have Johnson Recycling dismantling it.

Chopper has been cutting down some of the trees. The houses are in limbo for testing on asbestos and I am in the process of getting quotes for asbestos removal or if at all possible, to use them for training purposes. The board and Chief ensued in lengthy on the asbestos removal process.

3. Discussion, and possible action regarding the progress of the La Porte Rd Facility:

- No updates to report

4. Discussion and possible actions on the Districts separation from Plumas County:

- Karrie and Ryback met with Carol from Beckwourth Fire Department in November to learn about transitioning and how they set up QuickBooks for the fire departments accounting program. Karrie deferred to Ryback's opinion on using QuickBooks for our district.

Ryback noted that Carol had screen sharing on the large tv for us to see the setup of the department accounting process for payroll, payables, and receivables. Taborski questioned Ryback on how many payroll employees and what the cost is in processing.

Ryback reported that BFD uses QuickBooks for all their accounting needs and is separate from the County and it works out fine. Karrie and I think that it would work but again from my perspective the segregation of duties and how we do that.

The board agreed on setting up a process of a financial committee for reconciliations and review of the bank statements along with payroll processing and Karrie can process the payables and receivables with signatures being approved like it is now with board signatures for the county to process.

As far as payroll goes, I reached out Laura Sprague to see if she could do the payroll, she's unavailable but willing to help oversee it. QuickBooks does offer up to three users and training. Karrie made a request to have someone other than herself logging in and approving the payroll as a check and balances. The board

