



Quincy Fire Protection District

Board of Commissioner's

Meeting November 10, 2022

Feather River Bulletin Conference Room

- I. Chairman Mike Taborski called the meeting to order at 8:00 a.m. with Treasurer Ryback, Commissioner Johnny Mansell, Fire Chief Robbie Cassou, and Administrative Secretary Karrie White present
- II. Public Comment: None
- III. Mansell made a motion to approve October 20, 2022, meeting minutes. Taborski seconded the motion, the motion was approved.
- IV. Financial Report: Treasurer Ryback
 - a. Ryback: Karrie has provided the financials and backup supporting the higher items in safety equipment, and protective clothing was up by \$4,200. The maintenance building grounds account was up by \$4,900; \$3,500 is for the concrete pad for the generator that Karrie mentioned previously. Professional fees are \$2,700 with \$1,900 of that to Wild Hare Signs for volunteer recruitment campaign signs. Utilities are a bit higher that was due to posting a couple of months of PG&E billings.
 - b. Taborski questioned the \$1,900 for Wild Hare Signs, Chief Cassou gave a breakdown of the items purchased that included eight 14-foot banners, two magnetic signs for each of the trucks, and a supply of bumper stickers.
 - c. Taborski also asked if there were any other notable costs coming through the district? Cassou noted the final bill for the generator project from Powerup Electric for \$24,661.19 will be included in next month's financials adding that it was presented to the board for signatures today along with the Fasis second quarterly payment of \$13,458.

Taborski asked for the total cost of the generator project. Chief explained the original grant was \$41,939 but with the original contractor's passing and with the grant extension from last year along with the increase in generator parts it came in with an increase of a little over \$8,000.
 - d. Claims signed
- V. Fire Chief's Report - Chief Cassou

a. Calls for October: We had 32 calls for emergency medical services, four fire-related calls, and two hazmat calls for a total of 38 calls with an average 3.29 persons per call. This increase is due to Chase Hume coming back to the department from Salt Lake City and has been at every call.

b. Drills – October

On 10/11/22 – Fire drill was firefighter survival with Deputy Chief Frank Carey

On 10/18/22 – Rescue drill was AED, CPR pit crew with Frank, and a careflight crew.

On 10/25/22 – Fire drill we did not do the scheduled roof ventilation replacing that exercise with chimney fire drills which was mostly a PowerPoint presentation.

On 11/8/22 – Fire drill we were supposed to do auto extrication, but since it was snowing we switched to cold weather driving which included chaining up trucks, powering station generators training.

On 11/15/22 – Rescue drill we are doing elevator rescues

On 11/22/22 – Fire drill is chimney fires with Chief Carey, and captains instructing.

c. Engine Company reports.

- 8161: I received several calls from Hi-Tech and they quoted \$15-\$20k to repair the ladder truck, but after asking questions regarding the lighting issues with the truck they said it will be an additional \$13k. But first they'd like to inspect it to see what all needs to be done. Monday I will be going down to talk with the repair company's owner and also cleaning up the truck before the inspector comes to look at it. Hopefully, we can get the estimated quote on the repairs soon.

The board members ensued a lengthy discussion on the cost of repairs and resell value of the ladder truck before the next board meeting to see what the market looks like should the district decide to not invest that amount of money in the truck and sell it instead.

d. Monthly Inspection:

- Still working on the Sierra Pacific Industries sprinkler system I have not heard back from them on the necessary repairs they need to make before I reinspect.
- Just started working with PDH on the initial plans for the proposed new senior citizen's long term care facility.

- Construction has begun on the Plumas County jail facility, and I have been out on site with the State Fire Marshall a couple of times. The State Fire Marshall has given me the Chapter 5 fire codes for local jurisdiction to allow us to inspect and sign off on the project.

VI. Officer elections are this month. Candidates are Anthony Arcangeli, Neal Caiazzo, Riley Dupont, Kevin Errecart, Jonathan Medrano, Josh Mundy, Dale Ready, Matt West and Eric Vinyard. We will elect four of those on the fourth Tuesday in December.

VII. We will have firefighters attending live tower training at the Reno Training Center. So far, I have two going, one in Engine 8124.

VIII. The Christmas party will be on the third Tuesday in December. The installation will be in February, and we are checking to see if the Dixon fire crew is available to do the catering as has been done for years.

IX. Other Business

1. Fire Station 2 replacement:

- Mansell, Cassou no updates at this time

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

- Chief Cassou said he wants to proceed with a 60-day eviction notice to the last tenants on the property. Taborski thought we should wait until after the holidays and made a motion to start of the process on January 12, 2023. Mansell seconded the motion. The motion is approved.

Regarding the mobile home removal and Johnson Metal Recycling Chief said he has not put the proposed flyer out until he moves the mobile home to the side for better exposure to the passing public and put free to see if someone wants it. The board agreed and said if the trailer is not gone in a few days to call Johnson Recycling and pay to have it removed.

The Chief said he is working on how to remove the wood house buildings. He is checking with insurance to see if they would be covered should someone want to buy and remove them. The board also discussed the possibility of using the buildings for training exercises, which is also being considered.

As part of the process, the Chief needs to schedule an inspection and, if necessary, abatement for any asbestos. Mansell said he has contacts for the abatement information and will provide the necessary information and cost for follow up at the next board meeting.

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

- No updates to report

4. Discussion and possible actions on posting and recruiting for Fire Chief Cassou position:

Board members agreed to move immediately to begin their search for a replacement. They agreed to close the application process Feb. 15, 2023, allowing time to review applications and conduct interviews in March. The board is hopeful they can fill the position in late April and ideally have a four-to-six-week transition with the new fire chief on board working with Cassou. The job will be advertised on various websites used for fire chief recruitment. They also plan to meet with the Quincy Fire officers at their monthly meeting on Dec. 6 to explain the process, their plans to hire a replacement, seek their input on what they would like to see in a new chief and encourage any interested officers to apply for the position.

5. Discussion and possible actions regarding moving the payroll and accounting services from Plumas County because of the ongoing problems and unacceptable delays in getting information, reports, and checks from the Auditor's department.

- Mansell reported on the quote from Regional Government Services, a company that provides an array of bookkeeping services, after the zoom meeting he and Karrie participated in on Nov. 2. We are waiting for them to follow up with a quote and specifics of what they can and can't provide. The district also researched Paychex and received a quote for their payroll services. Discussion and action was tabled since Karrie and Ryback both agreed to meet with Carol Logan, the bookkeeper for Beckwourth Fire, on Nov. 18 to see how they are set up for payroll and the processes that they use for their quarterly reporting for EDD and IRS since they have already made the transition away from the county.

Some discussion of segregations of duties including the necessary checks and balances that would be required.

The board supports the idea of using an outside services company depending on the price, to process the payroll as part of segregating the duties. Discussion included using a local firm to process the district's payroll. They agreed to wait and see what the quote from RGS is and the results from the meeting with Beckwourth Fire.

6. Close Session: Discussion with Chief Cassou, no action taken.

The meeting was adjourned by Chairman Taborski at 9:11 a.m.

Submitted :

Chairman Taborski

Date

BOC 11/10/2022