



## Quincy Fire Protection District Board of Commissioner's Minutes Meeting January 14, 2021 Feather River Bulletin Conference Room Via Zoom

- I. Chairman Taborski called the meeting to order at 7:30 am with Commissioner Johnny Mansell, Chief Cassou, Administrative District Secretary Karrie White present.
- II. Public Comment: None
- III. Treasurer Andy Ryback, no minutes to approve for December 10, 2020 meeting.
- IV. Financial Report:
  - a. Treasurer Andy Ryback- I reviewed the financials, Karrie provided the necessary back-up. Treasurer Ryback noted that the financials relatively normal with some questions on other wages, almost 98 thousand dollars difference, Administrative Secretary White explained the difference is from the Strike Team wages, the Auditors office did not have the final budget in place and the requested new per diem account.
  - b. Administrative Secretary White informed the board on processing a journal entry to remove the \$95,560.00 from other wages to the newly per diem account. Next financial will reflect the changes. Treasurer Ryback also noted a large amount in insurance (McNeil & Company) due to the annual renewal. Chief Cassou informed the board that was the employee assistance that we provide for PTSD, Alcohol, and other issues. Treasurer Ryback, nothing else noteworthy.
  - c. Chairman Taborski- questioned if any other issues need to be noted, Chief Cassou informed the board about the Wilburn Constructions check that was for the downtown fire for \$1500.00 was stolen from the post office, altered, and cashed. Administrative Secretary White has been working with the County auditor's office to figure out how it happened, I also made a report to the Plumas County Sheriff's office (Robbie Gott).

Chairman Taborski- directing the comment to Treasurer Ryback, can we get reimbursed for the amount lost. Treasurer Ryback noted that for individual accounts vs business accounts there is a risk but the bank that cashed it should make good on it.
  - d. No Claims to be signed.
- V. Fire Chief's Report -Chief Cassou

- a. Chief Cassou- One of our Hurst tools, the annual services company Hi-Tec is usually a mobile service but due to COVID-19 on 12/4/2020, I drove to Modesto that night. At H-Tech service company at 6 am they had the tools repaired and serviced by 1:30 pm and I was back for the officers meeting that evening. We have three and all, but one was serviced. The third set remained on OES 360 to cover the district.
- b. Chief Cassou- We had an issue with our furnace the blower motor went out Madden Heating and Plumbing replaced the motor. Charlie came in and the heater was off, this is what the problem was before replacing the motor, Charlie reset it and it started working, we are keeping an eye on it.
- c. Chief Cassou- The bay door where OES 360 is parked, we have had some problems in the past, the door snapped loose and shook the whole building so we had to call out Nevada Overhead Door to repair it, we are looking at \$3,200.00 in cost to repair I am confident that the door will be fixed.
- d. Chief Cassou- New captains were elected Tony Arcangeli took Captain John Gay's spot, along with Kevin Correira, David Schmidt, Matthew West for this year.
- e. The Holiday party has been canceled due to COVID-19, the QVFD Inc paid for gift bags that were delivered.
- f. Chief Cassou- Normally we have a collection can that goes around, and we collect monies for needy families during Christmas time for clothes, food, toys, etc. but this year Assistant Chief Frank Carey did gift cards QVFD had 10 families we gave out \$100 gift cards.
- g. Chief Cassou- In dealing with the COVID-19 pandemic, 27% of our volunteer firefighters have caught the virus, with only one that is still active. We set up COVID-19 testing at the fire station with Sam Blesse the ambulance supervisor with Careflight at PDH performing the tests. I had 13 volunteers signed up for the test all but one showed up, two got tested after that. A total of 15 were tested, all came back negative.
- h. Chief Cassou- On January 6, 2021, we sent out information on the COVID-19 immunizations regarding the first tier A1, 12 volunteers signed up and five from the support team, support team due to tier grouping was not able to sign up. Chairman Taborski questioned on record-keeping for the COVID-19, Chief Cassou informed the board that he and Secretary White had set up a process for that.

The County Public Health Department has been asking for paramedic volunteers to help with administering the vaccines, the public health department on 1/15/21 set up at the LDS church to give out vaccines, and they are doing the same at the health department. We've had calls from State OES channels, the hospital in Willows wants Paramedics and



EMT's to assist with COVID-19 patients we did not send them. We also had a request from Southern California. We passed on that too.

- i. Chief Cassou – As I have spoken before regarding Athens liability carrier and OSHA, they sent out a 30-page document with the requirements for COVID-19 cleaning requirements that need to be in place as of January 1, 2021. All public buildings must be sanitized by a professional cleaning company daily. The County Building and Grounds just spent \$80,000.00 on a contract with a company. I am not quite sure how we are going to this; we are on lockdown (closed to the public), Charlie has been doing the daily cleaning at the stations. Karrie is doing the office areas.
- j. Chief Cassou – On the volunteer fire assistance 50/50 grant we spent \$15,406.60 with Banner communications for upgrading and replacing our radio equipment arriving today or tomorrow, then I am working on the wildland gear. The FEMA grant is due in three weeks, we used that to purchase our water tender in 2004.
- k. Chief Cassou - December's training drills were canceled, at the officers meeting we put together a 6-month schedule, put out the new crew assignments for the year, we have been meeting in small groups, Tuesday night we had two engines at station 2 at separate ends with a crew of six people wearing masks and gloves and sanitized everything when we were done.

We had engine 24's crew in the main bay at fire station 1 and OES 360 crew at the outside building where the ladder truck is. And the support team at the last bay down at the end. We are doing some zoom meetings for training.

l. Drills-

1/5/2021 - Officers meeting via zoom

1/12/2021 - Engine Familiarization

1/19/2021 – CPR certification training with Sam Blesse training for those that are imminent, we are only allowed 15 at a time for COVID-19 distance learning requirements. We will continue to provide CPR for those that can do a later date.

1/26/2021 - Hazardous driving via zoom, winter weather driving, our new Captain Arcangeli will be instructing the class.

- m. Chief Cassou - We are going to be doing a miniature academy with just our people. All the captains, officers, decided that we are going to do a couple of hours on the weekend to get the 7 axillary people checked off on their sign off sheets and onboard.

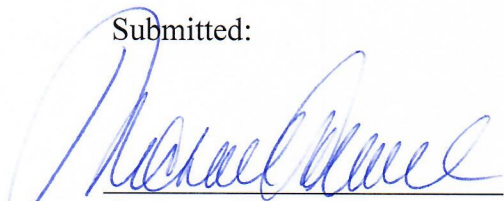
- n. Chief Cassou - we have done some classes on auto extrication and low-angle rescue training to get our new axillary signed off on the rescue squad.
- o. Chief Cassou - We had 43 ems calls 4 fire for a total of 47.
- p. Chairman Taborski - with respect to Deputy Chief Windle retirement in March what are we doing with a replacement of the QuickBooks and accounting for QVFD Inc. And do we have a plan for this. Chief Cassou, we have a few people but with their schedules, they could not do it. Karrie has worked with David if we get into a bind. I offered David a support team role to work at least until we get someone in the position.

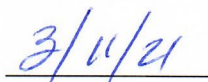
**VI. Other Business**

- a. Chairman Taborski opened the floor for discussion on Fire Station 2 and LaPorte road water storage. No discussion at this time will leave it on the agenda for future discussions.
- b. Chairman Taborski – Administrative Secretary White, informed the board regarding annual insurance premium increases for Robert Read from Medicare \$135.50, supplement \$125.38, prescription \$15.00 the new increased amount to Medicare’s \$148.50, Supplemental \$140.59, Prescription \$17.20 and Chief Cassou retirement changed from Morgan Stanley to Wells Fargo, a motion was made by Treasurer Ryback and seconded by Commissioner Mansell, the motion approved the district's portion paid to offset the annual rate increase on Robert Read's medical insurance.
- c. The Board also approved the District's contribution to Fire Chief Robbie Cassou's retirement plan that is based on 10% percent of his annual earnings (currently \$75,000.00) to be paid quarterly in the amount of \$1875.00. The Board also noted and reconfirmed in this motion that both original motions had already included Board's approval noting that the original motions included the District paying for any future annual increases in insurance premiums for Charlie Read as well as any increases in Chief Cassou's retirement contributions made by the District knowing that the contributions are tied to his earnings and would increase when his earnings increased.

**VII. The meeting adjourned by Chairman Taborski at 8.19 a.m.**

Submitted:

  
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 Chairman Taborski

  
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