



Conference Room  
Southern Cascades Operations Base and Training Center  
205 Ash Valley Road, Adin, CA 96006  
July 17, 2023 5:00 PM  
Regular Board Meeting Minutes

Call to Order by Chairman Joiner at 5:08 PM

Pledge of Allegiance

Roll Call: **Present:** Davis, Endicott, Fisher, Joiner  
**Absent:** Peterson

Director Fisher moved and Director Davis seconded to Approve Agenda with no deletions or additions.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

**Public Comment:** None

**CLOSED SESSION** Per Performance Evaluation Attorney Evaluation Government Code 54957, District General Administrator is started at 5:10 PM

Reconvene to **OPEN SESSION** at 5:54 PM

Instruction is given to staff as a result of Closed Session

**Information/Discussion** None

**Consent Agenda**

Director Davis moves to Approve the Regular Board Minutes for June 19, 2023. Director Fisher seconds the motion.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

**Finance Committee Report:** Craig Joiner recommends to Board to accept the June 2023 financials.

Director Fisher moves and Director Davis seconds to accept the June 2023 Financials.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Craig Joiner states that the Finance Committee recommends Board to Approve the 2023-2024 Interim District Budget.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

**CFO Report:** Sara Edson answers any questions that the Board has regarding Financials. She explains that the \$76,818.00 pre-payment from Partnership has not had to be paid back yet. PHC prepaid this amount for an estimate of income from trips for April 2023, due to the fact that Partnership and Kinetic did not have their billing up and running before they switched us over to Kinetic. Originally Partnership had given us a letter with this payment stating that this money they would hold back from claims before they paid us anything else but this has not happened yet. They just continued paying us for claims so this money has not been paid back to them yet.

**District Operations Analyst Report:** Absent

**Education Division Manager Report:** Absent

**HTS Supervisor Report:** 6880 is still in shop getting a new transmission, we hired a new HTS Driver from Canby today. He will mostly fill in in Alturas area. We are turning back many good trips in Susanville area due to needing more vehicles and drivers there. We have upcoming training day and BBQ for all HTS drivers this Sunday.

**EMS Division Manager Report:** Absent

**District General Administrator Report:**

I am needing to rely on managers, Gonzo, Megan, and Angelina to take ahold of their divisions to help me out so I can do my tasks that are needed. I am maxed out with all that I am doing now and trying to take control of the vehicle situation. So will be looking to them for more support.

VC3 will really be a help in the internet issues we keep having with it going off and on all day which also effects our phones. They will be able to help with cyber security and look into Hippiaa (Health Insurance Portability and Accountability ACT); and our shared file system. We are wanting to switch email to Outlook but hoping we can retain our google calendar which everyone knows how to navigate and use.

**Board Reports:** None

Director Davis moves and Director Endicott seconds motion to Approve RESOLUTION 23-01 for the 2023-2024 tax roll for Lassen County.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Fisher moved and Director Endicott seconded to Approve RESOLUTION 23-02 for the 2023-2024 tax roll for Modoc County.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Davis moved and Director Endicott seconded to Approve Prop 218 Certification for Modoc County Tax year 2023-2024

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Davis moved and Director Fisher seconded to Approve Prop 218 Certification for Lassen County for Tax Year 2023-2024

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Davis moved and Director Fisher seconded to Approve the Revised Substance Abuse Policy

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Davis moved and Director Fisher seconded motion to Approve Form for new hires : Substance Screening revision.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Endicott moved and Director Davis seconded motion to Approve the revised Organizational Chart

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

Director Endicott moved and Director Fisher seconded motion to Approve the VC3 Contract. They note this will be \$2400.00 per month.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Endicott, Fisher, Joiner

**ABSTAIN:** None

**ABSENT:** Peterson

**Correspondence:** None

Adjourned at 6:41 PM

Attest: Kelly St. John, District Clerk



Date 8-21-2023

Rick Endicott, Board Secretary



Date: 8/21/23