



Conference Room

Southern Cascades Operations Base

Training and Conference Center

205 Ash Valley Road, Adin, CA 96006

**April 11, 2022**

**Special Board Meeting Minutes**

Chairman Davis calls meeting to order at 4:00 P.M.

**Roll call:** Chairman Davis, Director Fisher, Director Joiner, and Director Peterson are all present.

**Absent:** Val Endicott

Chairman Davis leads the Pledge of Allegiance.

Director Joiner moved and Director Fisher seconded to Approve the posted Agenda with one correction of the spelling of the word acquire instead of require for item 5.5, with no deletions or additions.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Fisher, Joiner, Peterson

**ABSTAIN:** None

**ABSENT:** Endicott

**Public Comment:** District General Manager introduces Geri Byrne, Chair of the Board of Supervisors for Modoc County, District V, Aaron Albaugh, Lassen County Supervisor, District 4,

Chester Robertson, CAO for Modoc County. Also he introduces Dave Hida, community member who has experience as a business analyst, Karli Dowell, one of our EMT students currently and also a Big Valley Joint School Board Member, and Rick Endicott, community member. John Dunlap, a retired engineer from Redding are who was raised in Big Valley who is generously volunteering to helping us in the planning and design of our improvements needed to our facility. District General Administrator thanks all of them for being here and participating.

Director Peterson moved and Director Fisher seconded to Approve Delegation of Authority to District General Administrator to open a Credit Card with Five Star Bank, with a \$40,000 total limit, with \$30,000 Limit for District General Administrator and additional card with a \$10,000 limit. Approve Delegation of Authority to District General Administrator to Delegate use of the additional card to staff.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Fisher, Joiner, Peterson  
**ABSTAIN:** None  
**ABSENT:** Endicott

Director Joiner moved and Director Peterson seconded the Approval to establish a new position for an Outreach Coordinator position at the maximum of 20 hours per week.

- Aaron Albaugh, Lassen County District 4 Supervisor asks more information on this position and what they will be doing?

District General Administrator states this position will report to him and will be established until June 30, 2022 and then Board will re-look at this position next year. Chairman Davis states that this position is to promote HTS services to the hospitals, long term care homes, clinics to advertise our services. It is also to educate providers and customers on the process of obtaining our services.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Fisher, Joiner, Peterson  
**ABSTAIN:** None  
**ABSENT:** Endicott

Director Fisher moved and Director Peterson seconded the Approval to establish a new position for an Operations Business Analyst for 10 hours per week maximum.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Fisher, Joiner, Peterson  
**ABSTAIN:** None  
**ABSENT:** Endicott

Director Peterson moved and Director Joiner seconded the Approval to establish a new position for a Grant Coordinator for 10 hours per week maximum.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Fisher, Joiner, Peterson  
**ABSTAIN:** None  
**ABSENT:** Endicott

Director Peterson moved and Director Fisher seconded to Approve Delegation of Authority to District General Administrator to acquire the Preliminary Design Plans for the Helipad, Ambulance Garage, and Hanger at a maximum cost of \$20,000 Committees to work on various funding.

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Davis, Fisher, Joiner, Peterson  
**ABSTAIN:** None  
**ABSENT:** Endicott

**Information / Discussion**

Discuss forming an Ad-Hoc Committees to work on various funding projects.

- Funds are needed to purchase the property
- Funds are needed to build the ambulance garage
- Funds are needed to build a new helipad
- Funds are needed to build a new hanger
- Funds are needed to replace aging HTS vehicles and increase our number of HTS vehicles to generate more income.

Chairman Davis appoints Director Joiner and himself to form Ad Hoc committee to work on the funds needed to purchase the property, to build the ambulance garage, the new

helipad, and the new hanger. They will invite members of the public to join these Ad Hoc Committees.

Chairman Davis appoints Director Fisher and Director Peterson to form an Ad Hoc Committee to work on obtaining the funds to replace the aging HTS Vehicles and to increase the number of HTS Vehicles in our fleet. They will invite members of the public to join in the Ad Hoc Committee.

Chairman Davis tables item 6.2 American Rescue Plan Act as we have recently found out that we do not qualify for these monies.

District General Administrator introduces John Dunlap who we have retained as an engineer. He is generously volunteering his services to help us in the planning of the needed improvements in our facility.

John Dunlap addresses the three biggest needs, an ambulance garage, new helipad, and hanger for helicopter. He notes that the deadline is April 25, 2022 to submit an application to LaMalfa, Congressmen for the Congressional Line Item "Community Project Funding" This is an application for direct Federal funding in support of a local project or program.

John states that he has met with architectural firm from Cottonwood that he is familiar with. They also have a project currently in Alturas, Ca and will be coming through this way. He would like to have them draw up preliminary plans with sufficient detail and sketches. The projected ambulance garage will have 5 bays, the hanger will be 55 feet by 50 feet, with 60 pounds per square foot snow load.

District General Administrator states that we are awaiting the appraisal from John Ryan in Redding before starting the negotiations with the Big Valley Joint Unified School Board to purchase the property. We have made approximately \$300,000. In improvements to the facility.

District General Administrator states that the current helipad is on a temporary permit issued by the California State Avionics Commission. In addition, in order to keep a helicopter here to cover Modoc and Lassen Counties that a hanger is needed and a permanent helipad.

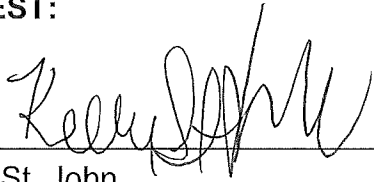
Chester Robertson, CAO for Modoc County states that we should look into applying through Rural Development. Call Mike Colbert and ask him to walk us through the program. Consider presenting the forest fire maps showing the increased need for the Helicopter to be located here and our EMS ground ambulances.

Chester says that if you apply through education and schools there are many challenges.

Another good avenue to look into applying through is the Economic Development Administration. Show how many jobs the Helicopter is creating and retaining. Set up meeting with the Economic Development Administration which are based at Chico State. With job creation and retention, it is around \$30,000 per job.

Adjournment- Chairman Davis Adjourns meeting at 5:15 P.M.

**ATTEST:**



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Kelly St. John  
Administrative Assistant

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Robert Fisher  
Board Secretary

6-1-22

Date

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Date