



Conference Room  
Southern Cascades Operations Base and Training Center  
205 Ash Valley Road, Adin, CA 96006  
April 15, 2024 5: 00 PM  
Regular Board Meeting Minutes

**Call to Order** by Chairman Joiner at 5:03 PM by Craig Joiner

**Pledge of Allegiance**

**Roll Call: Present:** Davis, Endicott, Fisher, Joiner, Peterson  
**Absent:** None

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

**RESULT: APPROVED, UNANIMOUS**

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

**ABSTAIN:** None

**ABSENT:** None

**CLOSED SESSION (entered Closed Session at 5:04 PM)**

**Per Government Code 54957, Public Employee Performance Evaluation- District General Administrator**

**Per Government, Code 551.071 Real Property Negotiations**

**Per Government Code 54956.1 (d) Conference with legal Counsel-Anticipated Litigation, Significant Exposure to Litigation-(2) potential cases**

**Reconvene to OPEN SESSION at 5:31 PM**

Instruction is given to staff, resultant of the Closed Session

## **Reports**

### **Finance Committee Report- None**

#### **CFO Report-** Sara Edson discusses the revised Budget-Fiscal Year 23/24

Sara introduces Jamie Ingram who has been training for a few weeks with Sara, who will be taking over as our new CFO upon Sara Edson's retirement.

Jamie introduces herself giving a brief introduction of her experience in the accounting field and that she worked in healthcare with Owens Healthcare. She was raised in Burney, CA and now lives in Redding.

Both Jamie Ingram and Sara Edson are attending meeting remotely.

#### **District General Administrator Report-**

Karli welcomed Jamie Ingram to our team.

The Easter Egg hunt in Bieber was a success with many children attending.

We have purchased a used 2014 Suburu Crosstrek in good condition with 117,000 miles for Health Transport. We have purchased two additional new Suburu Crosstreks which we are waiting for the cameras to be installed before putting them in service. The lender for this loan is allowing us to make two biannual payments of \$7900 which includes both cars. Our first payment will be due in September 2024.

We have converted to Outlook for our email. We will be working on changing our filing to Sharepoint.

Jamie working on costing report for our HTS vehicles.

Grants- I have not heard back yet on the McConnell Foundation grant.

We are waiting on our audits to come back to provide that information to RCAC who helps with technical assistance in applying for USDA loan.

#### **EMS Report-**Gonzo Solorio, EMS Division Manager gives report remotely.

We have had two calls so far in April. In March we had four calls. Year to date call number is at eight calls.

Having a bit of difficulty with Sharp Billing. They kick runs back before they bill out for various information. I am going to work on re-educating EMS staff on their charting, so we don't have as many issues with this.

We are looking at all options for creating more ambulance revenue. Currently running the QRV we cannot bill for our transports.

We did do two CCT (Critical Care Transports) this year and we did get paid on these. I am talking with Megan at Modoc Medical Ambulance and with Semsa on what we can do to increase revenue on CCT transports.

We are having conversations with Modoc Medical Center on the possibility of Modoc staffing in this area. They want to see our audits when we get them and look at revenue etc., so these are just conversations.

Karli and I have a meeting with Jennifer an EMS Specialist from Nor Cal tomorrow regarding staffing changes to discuss options.

**Education Division Report:** Gonzo Solorio- Education Division Manager gives report

Our EMT Class just finished a few weeks ago. We started with 9 students and 9 students finished the class. One so far has taken the National Registry test and passed!

Tammy Allison, Instructor, and I are talking to do more outreach classes for Basic CPR and First Aid with possibly PGE and logging companies. We want to get Tammy to sign off to be an instructor to facilitate this. We have passed on to our neighboring hospitals that we would like to offer our classrooms for their educational use. We would like to offer more classes than we are currently holding.

**Action items**

Director Davis moves to make motion to approve Board Minutes from March 18, 2024, meeting. Director Fisher seconds the motion.

**RESULT: APPROVED, UNANIMOUS**

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

**ABSTAIN:** None

**ABSENT:** None

Director Endicott moves and Director Davis seconds to Accept the Revised Budget- Fiscal Year 23/24

**RESULT: APPROVED, UNANIMOUS**

**AYES:** Endicott, Fisher, Joiner, Peterson

**ABSTAIN:** Davis

**ABSENT:** None

Director Fisher moves to approve the addition of Jamie Ingram, CFO as Authorized Signer on Five Star Bank Account (s); Director Peterson seconds this motion.

**RESULT: APPROVED, UNANIMOUS**

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

**ABSTAIN:** None

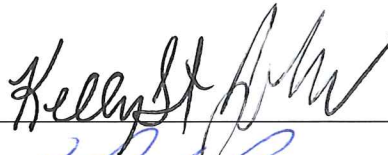
**ABSENT:** None

**Discussion**

Employee Handbook- Karli has one drafted using the SDRMA template. This has been distributed to Board members and to staff for review. Please email Karli any changes and if you see something that is missing that we should add. This will be a general handbook for all employees of SCCSD.

**Adjourned** at 6:25 PM

**Attest:** Kelly St. John, District Clerk



**Rick Endicott, Board Secretary**



**Date** 5/20/24