

## Minutes for April 18, 2019

### Beckwourth Fire District

#### 1. Board Meeting called to order at 6:30 PM by Daniel Smith.

2. **Roll Call:** **Board Members:** Daniel Smith - here, George Bundy - here, Denisce Downs - here, Donald Ball - absent, Dwight Ceresola - here. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **Fire Fighter/ Safety Officer:** Jennifer Langston, **Division Chief:** Donald Bliss **Public Listed on Sign Up Sheet:** John Reynolds, Sharon Tanguay, Supervisor Michael Sanchez.

#### 3. The Pledge of Allegiance: Recited by all.

**Presentation to George Bundy,** a plaque for years served as Fire Board Chairman.

4. **Approval of Minutes** for the Board Meeting held February 21, 2019. Daniel asked for clarification in Chief's Report regarding the SCBA Compressor and a \$15,000 savings. Asked to reword to make sure we were not saving \$15,000 on a new compressor. Noted in minutes. George Bundy **motioned to approve minutes, as transcribed, held on February 21, 2019** and Denisce Downs seconded. Daniel – yes, George – yes, Denisce – yes, Dwight – yes. **Motion passed without objection.**

5. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheets** for the months of February and March 2019. Denisce **motioned to approve the Account Revenues, Receivables, Expenditures, and Balance Sheet for the month of February 2019** and George seconded, all in favor. Denisce **motioned to approve the Account Revenues, Receivables, Expenditures and Balance Sheet for the month of March 2019** and Dwight seconded. Daniel – yes, George – yes, Denisce – yes, Dwight - yes. **Motions passed without objection.**

**Monthly Budget Updates for Board:** Patty will provide a new budget update each month for the Board that provides a little more detail than the monthly financials provide. This will help the Board to see balances each month as well as the bottom line for the year. Daniel would like this to be provided each month from here forward. George brought up a question of how monies are transferred between categories when there are shortfalls. Patty reported that in the past Fran had to bring before the Board a form to be approved that moved money from one area to another. Now the County does not want that detail, or that paperwork, they are more concerned with the bottom line, and not the detail each month. So that is not required anymore. Daniel would like the Chief to monitor the budget and move/approve transfers of funds up to his purchasing limit. Anything beyond that the Chief would need to bring before the Board for approval.

6. **Public Comment:** **John Reynolds**, from Grizzly Ranch, mentioned the first Sunday in August is scheduled for Firewise Day and would like our fire department to be included. **Michael Sanchez** is very involved with fire safety issues at the state supervisor level and is attending a conference soon. **John Reynolds** would like BEC to be involved when new house plans are being approved in terms of fire safety. **Jennifer Langston** mentioned an app **CALFIREady** for the public that is beneficial on how residents can make their home more fire safe, and the app lets you know any fires nearby. George and Bret are working on a binder for each apparatus regarding target hazards at homesites. Grizzly Ranch is where they would like to start by identifying locations of homeowner's propane, electrical shutoff, etc. John Reynolds will work with BEC on approval from homeowners for BEC to go onto their property to identify these items.

#### 7. **Consent Agenda Items:** none

8. **Chief's Report:** The Chief and Captain Ruben Villa met with representatives from the US Forest Service to discuss first on-scene apparatus, passing of command, etc. It was a very successful meeting. BEC is now caught up with Fit Testing with SCBA masks. The Chief and two other department members attended the NorCal Pre-Hospital Care Conference in Redding which was a very good conference and provided each person with 15 CE's. An Active Shooter Drill will be taking place at Portola High School on April 24<sup>th</sup> and BEC will be involved with

that. Many agencies in our area will be participating. The Chief, Patty Venable and Bruce Lackenbauer did a walk-thru at Grizzly Creek Ranch. During the tour, it was noted where electrical and propane shut offs were located and pre-fire planning and emergencies were discussed. The Gravel Grinder mountain bike race is coming June 1<sup>st</sup> to Portola and will be in our district, BEC is involved. The race starts in Portola and goes up to Lake Davis and finishes in Portola. The Plumas Co. Fire Chief's Assoc. meeting was held at BEC Station 1. It was a successful meeting. Upcoming trainings were discussed including the Fire Academy in Quincy. There is a county-wide copy of MOU's that we now have a copy of thanks to George Bundy. BEC has done many progressive and high-level trainings including ladder operations, hose evolutions and car extrications. Ron's Towing in Portola donated two cars and brought them to Station 2 for an extrication training. As far as payment and an agreement for Station 2 it continues to be delayed and is now in the hands of the federal government in Washington D.C. We are waiting for the agreement # to be able to invoice them for 2018 and get payment. Daniel said that there is talk of no money left in Washington to be able to pay us. Daniel said if nothing happens soon, we may need to bring the local representatives in for a meeting. Bret tried to get someone to come to the meeting tonight to talk with the Board about this issue, but at the last minute they said they could not attend. Daniel suggested Bret contact them and set up a meeting between himself, George and Bret to come to some sort of resolution. Don Bliss suggested our County Supervisor talk with the Forest Supervisor in Quincy and let them know we have not received payment for last year. Michael Sanchez said he will be in a meeting tomorrow in Quincy if we could give him any letters or documentation that would provide back up and he would be happy to help. Daniel suggested we give him a copy of the 2017 agreement, which is the last agreement we have. We have a few people interested in joining our department, which is great. BEC is now testing eDispatch which sends out dispatches on each person's smart phone. Jennifer Langston likes it as a back-up to a pager. The Chief agrees, and the cost for 25 people is approximately \$1,200/yr. There is a one-time activation fee of \$200, so next year it would cost around \$1,000. We can cancel it at any time. The Chief thanked Patty for doing a fantastic job. Daniel agreed and thanked Bret for a great job as well. Lastly the Chief reported that there are OES engines coming up for sale. They sell fully outfitted apparatuses for \$40,000. The Chief submitted a non-obligatory qualifying application.

- 9. Secretary's Report:** At the February Board Meeting Patty handed out the Form 700 reports for each Board Member and the Chief to fill out. At this time, the only report she hasn't received is from Dwight Ceresola. It was due April 1<sup>st</sup>.
- 10. Discussion and Possible Action: Annexation 2011-Annx-0001:** Daniel reported that he has met with Dwight and Bret regarding this, and he appreciates the good communication between them given the conflict of interest issue with Dwight being a Board member. With the Board's permission, Daniel talked with many people from the Planning Dept., our attorney, and others as well and has researched the issue thoroughly. Our attorney offered to come here and talk with the three of them, free of charge. Dwight appreciated the offer but suggested that our attorney come back the next time we are involved in annexations again and explain the nuts and bolts of them to us at that time.
- 11. Discussion and Possible Action: Policy and Procedure 5020, review and adopt changes discussed at last meeting.** This policy was approved at the last meeting and brought back to this meeting to show the Board the amended policy including the changes. It looked good, nothing to change.
- 12. Discussion and Possible Action: Declare Utility Vehicle 9452 surplus.** It's old and has a number of issues that need to be fixed, and it is not cost effective to keep it and pay for repairs. **Denisce motioned for the Chief to surplus the vehicle,** George seconded. Daniel – yes, George – yes, Denisce – yes, Dwight – yes. **Motion passed without objection.**
- 13. Discussion and Possible Action: Adoption of BEC Bylaws:** Daniel drafted Bylaws and asked if anyone has any changes or comments? George has a couple but will bring them up later to Daniel for Patty to change. Dwight **motioned we accept Bylaws as written,** Denisce seconded. Daniel – yes, George – yes, Denisce – yes, Dwight – yes. **Motion passed without objection.**

- 14. Discussion and Possible Action: Policy and Procedures 1000, 1010, 1020, 1040.** Rolled over until the Bylaws are completed. Daniel asked Patty to select one policy for the next meeting. Denisce suggested maybe two policies if they are small.
- 15. Discussion and Possible Action: Requirement for Directors, Chief and Admin to do IS100 and IS700.** After much research, it was determined only the Chief needs to do these, not the Board members or Admin. It could be optional for everyone, but mandatory for the Chief. Denisce **motioned to eliminate the mandatory requirement for the Directors to do the IS100 and IS700, but mandatory for the Chief.** George seconded. Daniel – yes, George – yes, Denisce – yes, Dwight – yes. **Motion passed without objection.**
- 16. Discussion and Possible Action: Authorization of a resolution to replace SCBA compressor.** Item to be discussed after #17. See Below.
- 17. Discussion and Possible Action: LAFCo letters.** **1<sup>st</sup> letter:** Support of a master tax sharing agreement to promote annexations to fire districts: George would prefer to sit down with County members to negotiate the % portion of the 1% that the County collects through property taxes. George and Greg had negotiated 12% in the past. Daniel would like to send a letter of support, but we're concerned about what the tax sharing base would be. The rest of the Board agreed. Daniel, George and Bret will draft a letter, and then the Board can review it. Daniel made a **Motion that we respond to LAFCo and the tax sharing agreement by sending a support letter stating that we agree with the concept, but we're concerned about what the tax sharing base would be, and Daniel, George and Bret will draft a letter.** Denisce seconded. Daniel – yes, George – yes, Denisce – yes, Dwight – yes. **Motion passed without objection.**
- 2nd letter:** CAL FIRE supporting a volunteer firefighters training level: Bret asked, what can they do for us? Michael Sanchez suggested Bret contact Dan Speiss of NorCal to get some clarification. Don Bliss suggested Bret might want to contact Tom Cooley since he authored the letter, but Bret thought he may not know too much about this. Daniel suggested Bret talk with Tom Cooley regarding a letter of support and see what he says, and then bring it back to the Board. Michael Sanchez suggested Bret reach out to Butte County and Lassen County. Daniel wants to make sure Tom Cooley does not feel like we're ignoring him.
- #16 above:** We have talked with Plumas Bank regarding a loan, which is possible, but ends up making a \$40,000 SCBA Compressor cost much more. In conjunction with #18 below:
- 18. Discussion and Possible Action: Adoption of a Debt Management Policy:** currently we do not have this policy, but we were required to have one after January 2017, a state mandate. This policy must be approved 30 days before we purchase something like a compressor. We also need at least 3 bids for a compressor. Daniel suggests we ask the Chief to bring to the Board next month a capital project list. Denisce suggests we look at any grants that might help with the list. Daniel feels that this ties in with the need to get our budget together for next year which will help decide the priorities on the list. Regarding compressors, we've been without one for a year, and seem to be doing all right by using the neighboring fire departments compressors. So, it may be that this isn't our top priority. Daniel recommends holding off on replacing the SCBA compressor but does recommend that we adopt the Debt Management Policy, as attached. **Daniel motioned to adopt the Debt Management Policy,** Dwight seconded. Daniel – yes, George – yes, Denisce – yes, Dwight – yes. **Motion passed without objection.**
- Daniel asked Bret to bring a **Draft Budget for 2019/20** to the next Board meeting.
- 19. Division Chief's Report:** Don Bliss wanted the Board to know how well the Dept is going since Bret came, almost like Greg never left. Training and events are going well and all the firefighters support him. George added that our response times are right on, and the eDispatch is a good addition.
- 20. Battalion Chief's Report:** none

21. **Safety Officer's Report:** Jennifer Langston reported that there are no injuries or incidents in the last two months. Also, during the dept. trainings, safety has been at the top of the list, so it is going well. Our quarterly safety meeting will be held April 24<sup>th</sup> at 6:30 at Station 2.

Daniel offered **Confined Space Training** thru Grizzly Ranch at their wastewater plant this coming summer.

22. **Old Business: NIMS Requirement IS100 and IS700:** discussed earlier. **Ethics Class:** George Bundy, Daniel Smith, Patty Venable, Bret Russell still need this. Daniel feels we should do this online. BBK does a Webinar June 6<sup>th</sup>, cost is \$75/person. Plumas Co. Special Districts may be offering a class, Patty will check with Mimi Garner. **Sexual Harassment Training:** Daniel Smith, George Bundy, Denisce Downs, Donald Ball, Dwight Ceresola, Bret Russell, Patty Venable. Jennifer can't teach this because she is not certified. Patty will look into CSDA to see if they offer an online class.
23. **New Business:** Next Board Meeting on **May 16, 2019 at 6:30 p.m.** Denisce wanted to thank Ruben Villa for burning the piles in her yard that were from the Station 1 clean up last fall.
24. **Adjournment:** Adjourned at 8:30 p. m. **Denisce motioned for an adjournment and George seconded. Motion passed.**

I, PATTY VENABLE, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **April 18, 2019** ARE CORRECT AS RECORDED.

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Patty Venable, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for April 18, 2019.

Daniel Smith: \_\_\_\_\_ Date: \_\_\_\_\_

George Bundy: \_\_\_\_\_ Date: \_\_\_\_\_

Denisce Downs: \_\_\_\_\_ Date: \_\_\_\_\_

Donald Ball: ABSENT \_\_\_\_\_ Date: \_\_\_\_\_

Dwight Ceresola: \_\_\_\_\_ Date: \_\_\_\_\_