**Minutes for May 18, 2017**

**Beckwourth Fire District**

1. **Meeting called to order at 6:30 PM by Denisce Downs.**
2. **Roll Call:** **Board Members:** George Bundy, Denisce Downs, Donald Ball, M.D., Stephen Waldeck and Peggi Vernon (absent). **Chief:** Greg McCaffrey **Admin. Assistant:** Fran Zeits **Public:** EthanSilva**.**
3. **The Pledge of Allegiance:** Recited by all.
4. Approval of Minutes for the Board Meeting held on April 20, 2017. **Denisce motioned to approve Minutes for April 20, 2017 and Donald seconded, all in favor. Motion passed.**
5. Approval of the Account Receivables, Expenditures, Revenue and Balance Sheet for the month of April, 2017. **Denisce motioned to approve the Account Receivables, Expenditures, Revenue and Balance Sheet for the month of April, 2017 and Stephen seconded, all in favor. Motion passed.**
6. **PUBLIC COMMENT:** George Bundy stated he participated in the ethics class held in Graeagle and learned that before the Board votes on an issue the chairman/board member should ask the public if they have any further comments and will do so going forward. Ethan Silva thanked the fire department for removing a tree from his mother’s roof.
7. **Consent Agenda Items:** None
8. **Secretary’s Report:** Informed the Board the candidate’s election packet hasn’t arrived from the County, but the initial filing period doesn’t open until July 17, 2017. Denisce Down, Donald Ball and Greg McCaffrey attended the ethics class in Graeagle on April 26th. Received Form 700 (2016 Statement of Economic Interest) from Donald Ball. Sent the airport hangar list to the County for the upcoming 2017/2018 tax year. Haven’t received the 2017/2018 secured tax roll from the County. Working on the 2017/2018 budget, and the preliminary budget will be on the agenda for the June’s board meeting. Will be on vacation from August 7th thru the 25th.
9. **Chief’s Report: Cal Fire 2017 Grant ($5,047.50)** has been sent in for approval.  **Training:** Sierraville Fire Protection Department’s Basic 32 field/training day will be held on April 20th. BEC’s fire fighters will attend. Susanville’s wild land vehicle class had been canceled (May 19th – 20th), which Greg was scheduled to attend. **Engine Updates**: Purchased two new front tires for #9422. CHP annual vehicle inspection has been scheduled for May 25th. **Station 1:** The 8 foot florescent overhead light units in the original engine bay area are outdated. Contacted Current Electric for a bid to install LED lights. **Station 2:** Forest Service’s internet at Station 2 has been installed and running. A signal enhancer was mounted to the existing radio tower. Donna Lindquist from Grizzly Ranch called/met Greg and Fran at Station 2 to discuss the surrounding property which was previously promised to be donated to the District. Actually, offered to donate the existing property which belongs to the District. Grizzly Ranch needs to research their property boundaries. **Conferences:** EMS Chico conference will be held in November 2017 and the Reno Fire Show will be held in November 2017. **Plank/Dig It:** Plank has filed to split off a portion of one of his two parcels, which were annexed in the fire district back in 2007. Pulled out the annexation agreement which clearly states a separate parcel tax will be charged for the new created parcel. The confusion arrives regarding recalculating the future parcel tax on the assisting parcel, which will decrease in value, and the new created parcel**.** Josh Nelson, attorney, is reviewing the annexation agreement to determine the correct formula for future charges going forward. Josh Nelson suggested creating a Community Facilities District. Heard from Mr. Plank (Tennessee) and he will be in this area in 30 to 60 days and will schedule a meeting. Josh Nelson will send paperwork regarding creating a Community Facilities District for review. Denisce asked if a board member should be present at the meeting. Any board member (not a quorum) is welcome to be present, but the final approval/consideration will be presented to the Board collectively. No updates for this meeting. **Bike Race**: “Lost and Found” bike race is scheduled for June 3rd. The course this year is all located in our District. Sections of the previous bike courses had been damaged significantly, caused by wash outs. Stephen Waldeck offered to send two EMTs from the hospital. **Portola’s Parcel Fee Vote (June 6th):** Voting results should be tabulated by the next board meeting. **Ethics Class:** Class was held in Graeagle on April 26th. 1. Once an item is approved may act on it immediately, do not need to wait until the minutes are approved. 2. Once an ordinance is approved, need to wait 30 days after approval for any action is taken. 3. Emails need to be kept for 2 years. 4. Closed Sessions: No minutes need to be kept. Not all items are reported to the public after a closed session. 5. Real property related issues are discussed in closed sessions.
10. **Security Camera:** Recently a chain saw was stolen from #9461**.** Denisce felt the District should beproactive.Stephen stated just having a security system will be a deterrent. **Denisce motioned to purchase a security camera for Station 1 and George seconded, all in favor. Motion passed.**
11. **Audit Contract Agreement (Robert Johnson) – Years Ended June 30, 2016 & 2017: Denisce motioned to accept the audit contract agreement from Robert Johnson and authorize George Bundy to sign for the Board and Stephen seconded, all in favor. Motion passed.**
12. **Asphalt Sealer – Station 2: George motioned to seal the asphalt at Station 2, but not to exceed $7,000.00 and Denisce seconded, all in favor. Motion passed.** Fran will place 2 consecutive ads in the Portola Reporter.
13. **Policies & Procedures – 3090 Record Retention:** Greg mentioned a lot has changed since the Board adopted the # 3090 Record Retention’s policy in 2009. Suggested to have Josh Nelson, attorney, to review and update #3090 record retention’s policy to today’s required legal standards**. Denisce motioned to authorize Josh Nelson, attorney, to review and update #3090 Record Retention’s policy and Donald seconded, all in favor. Motioned passed.**
14. **Create a Community Facility District – Plank:** Rolled over. Refer to Chief’s report under Plank/Dig It for previous information.
15. **USDA Loan Request – Station 1 Renovation & Asphalt:** Rolled over. No updates.
16. **Slip in Unit (Pump) #9472 –** Bids: Rolled over. No updates.
17. **Enclosure for Generator:** Rolled ove**r**. No updates.
18. **Battalion Chiefs’ Reports:** Non**e**
19. **Division Chief’s Report:** None
20. **Directors’ Reports:** George Bundy **– None:** Denisce Downs – **Denisce asked if the District** **receive a letter for the sewer upgrade for Beckwourth**. **No.;** Donald Ball – **None;** Stephen Waldeck – **None** and Peggi Vernon **- Absent.**
21. **Old Business: NIMS** Requirement IS100 and IS700:Denisce Downs & Peggi Vernon:  **Form 700 (2016 Statement of Economic Interest): -** Peggi Vernon
22. **New Business:** Next Board Meeting June 15, 2017 at 6:30 p.m**.**
23. **Adjournment:** Adjourned at 7:30 p. m. **Denisce motioned to adjourn and Stephen seconded, all in favor. Motion passed.**

I, FRAN ZEITS, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID MEETING OF THE BECKWOURTH FIRE DISTRICT HELD ON **May 18, 2017** ARE CORRECT AS RECORDED.

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Fran Zeits, Secretary of the Board

BOARD OF DIRECTORS’ APPROVAL SIGNATURES: Minutes for May 18, 2017.

George Bundy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denisce Downs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donald Ball, M.D.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stephen Waldeck: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peggi Vernon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_