



**Beckwourth Fire District  
Regular Meeting  
April 19, 2023 06:30 PM  
180 Main St Beckwourth 96129  
<http://www.beckwourthfire.com/>**

**Board of Directors**

Chair Larry Smith • Vice Chair Daniel Greenwood • Director Alyson Ceresola • Director Gay Miller • Director Tyler McGarr

**RULES AND PROCEDURES OF THIS BOARD**

The Board reserves the right to address items out of order as they are listed on the Agenda. As a courtesy, The Board of Directors meeting is also accessible to the public via Zoom at: <https://us02web.zoom.us/j/86818170713?pwd=K083VUMyaTJhSjl6bVNQWmU2RXpIdz09> Or by telephone at: Phone Number 1-408-638-0968; Meeting ID: 868 1817 0713 Passcode: 855003 Online and telephonic access does not guarantee the public the ability to observe the meeting or to make public comment in the event there is a disruption or connectivity issues that affect broadcasting, or in the event the District determines that allowing public comment online or by telephone is inefficient or unduly burdensome. Members of the public who want to be assured that they have the ability to observe the meeting and make comment during the meeting, should attend the meeting in-person.

**REASONABLE ACCOMMODATIONS**

In compliance with the American Disabilities Act (ADA), the district will make every reasonable attempt to accommodate any attendee or participant at this meeting needing special assistance beyond what is normally provided. Please contact Beckwourth Fire District at 530-832-1008 at least 48 hours prior to this meeting to inform us of your particular needs. Beckwourth Fire District will determine if your particular needs can be accommodated. Individuals with impaired hearing and/or speech impediments may dial 1-800-806-1191 to reach the Commission.

**1. Call to Order**

- A. Roll Call
- B. Pledge of Allegiance

**2. Public Comments**

☒ **Discussion**  [Comment](#)

Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 3 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting

**3. Consent Agenda**

☒ **Discussion** ☒ **Possible Action**  [Comment](#)

These items are expected to be routine and non-controversial. The Board of Directors will act upon them at one time without discussion. Any board members, staff member or interested party may request that an item be removed from the consent agenda for discussion.

- A. Approval of March 15, 2023 Board Meeting Minutes.
- B. Approval of Account Revenues, Expenditures, and Balance Sheet for March 2023.

**4. Department Staff Reports**

☒ **Discussion**  [Comment](#)

Updates from the Chief, Department Staff, Duty Officers, Safety Committee, Equipment Committee, Training Committee and others as necessary.

- A. Chief's Report
- B. Secretary's Report
- C. Department Staff Reports

## 5. Directors Reports

☒ Discussion  [Comment](#)

Reports from Directors on meetings or seminars attended.

## 6. Beckwourth Fire Protection District Board Member Vacancy

☒ Discussion ☒ Possible Action  [Comment](#)

Resignation of Board Member Gay Miller effective April 13, 2023  
A. Vacancy Posting Declaration

## 7. May National Fire Awareness Month

☒ Discussion ☒ Possible Action  [Comment](#)

Consider Community Inter-agency Event.

## 8. Report on hydrant water use from Grizzly Ranch

☒ Discussion  [Comment](#)

## 9. Next Meeting Date

Next Scheduled Meeting: Wednesday May 17, 2023 at 6:30 p.m.

## 10. Future Agenda Items

## 11. Adjournment



**Beckwourth Fire District  
Minutes  
Regular Meeting  
March 15, 2023 06:30 PM  
180 Main St Beckwourth 96129  
<http://www.beckwourthfire.com/>**

Chair Larry Smith • Vice Chair Daniel Greenwood • Director Alyson Ceresola • Director Gay Miller • Director Tyler McGarr

**1. Call to Order**

The meeting was called to order at 6:34 pm by Chair Larry Smith.

**A. Roll Call**

Present: Chair Larry Smith, Vice Chair Daniel Greenwood, Director Alyson Ceresola

Absent: Director Gay Miller, Director Tyler McGarr

Staff Present:

Board Secretary Carol Logan & Floyd Meyers; Deputy Chief Kenny Osburn; BFD members Capt. Ruben Villa, Capt. Scott Thompson, FF Bruce Lackenbauer, FF Louis Siqueido, Cadet Nate Haug, Cadet Tanner Low and Cadet Dawson Thatcher.

Fire Chief, Administrative Captain, Safety Officer and Division Chief were absent.

**B. Pledge of Allegiance**

Lead by Chair Larry Smith

**2. Public Comments**

A member of the public brought to the Board's attention that when she called in for assistance with her collapsed shed, the BFD Fire Crew that responded were "Super Nice, Professional and did a great job" and she was very impressed with them.

**3. Consent Agenda**

A. Approval of February 15, 2023 Board Meeting Minutes

B. Approval of Account Revenues, Expenditures, and Balance Sheet for the month of February 2023

Under Item A. A motion by Vice Chair Daniel Greenwood to approve the Minutes, 2nd by Director Ceresola. A Standard Vote was taken with Chair Larry Smith, Vice Chair Daniel Greenwood and Director Alyson Ceresola voting Aye, Directors Miller and McGarr were absent.

Under Item B. The Motion, 2nd and Roll Call Vote is as shown here under Item 3 of the Agenda.

Vice Chair Daniel Greenwood motioned to approve. A second was made by Director Alyson Ceresola. The roll call vote:

Aye Chair Larry Smith Aye Vice Chair Daniel Greenwood Aye Director Alyson Ceresola Absent Director Gay Miller Absent Director Tyler McGarr

**4. Department Staff Reports**

A. Chief's Report

Deputy Chief Osburn gave an update on BFD training which is ongoing and is well attended by Fire Personnel.

Fire Equipment at all Stations are all in service with no defects noted.

BFD Division I Beckwourth had 8 calls in February of which 6 were Medical Aid; 1 Vehicle Accident and 1 Fire Alarm.

BFD Division II Portola had 33 calls in February of which 21 were Medical Aid; 2 Mutual Aid for another Fire District; 2 Gas Leaks; 2 Public Assists; 1 Vehicle Accident; 3 Fire Alarms and 2 were miscalls for which there was no Run # assigned and for which the proper agency was subsequently paged out.

PCSO Sgt. Grant attended one of our trainings and assisted with Rope Rescue Training techniques that Plumas County Search & Rescue uses.

A SAFER Grant thru FEMA for Fire Personnel has been approved.

There will be a Driver Operator Training class coming up which has 6 enrolled and a subsequent Pump Operation class which has 21 enrolled.

A Water Tender will be added to respond to all calls for an Engine due to the snow pack burying the hydrants and not all of them have been dug out due to the weather.

With the weather warming up with rain, the snow pack will be melting, flooding will increase. There is sand and sand bags at the City Yard in Portola for the general public's use if needed.

#### B. Secretary's Report

Administrative Officer Carol Logan reported New Year 2023 Ethics Training is due every 2 yrs and the Sexual Harassment Training is due every year. Please provide completed certificates if you have them for last year or this year. Also the FPPC Economic Interest Form 700 was due 3-1-23 which requires a "wet signature" and needs to be turned in to BFPD Office.

#### C. Department Staff Reports

Captain Villa reports that he has completed the Strike Team Leadership Class and was first in his class.

The issues we had with the heater in the Training Bay at Station #1 not working has been fixed and it is now working as it should.

### 5. Directors Reports

A.

None

6. **Rescind Resolution # 2023-01** Vice Chair Daniel Greenwood motioned to approve. A second was made by Director Alyson Ceresola.

The motion passed with the following vote:

<u>3</u>	<b>In Favor</b>	<u>0</u>	<b>Opposed</b>
<u>  </u>	<b>Abstained</b>	<u>2</u>	<b>Absent</b>

A member of the public asked why Resolution 2023-01 was to be rescinded under Agenda Item #6 and then reintroduced under Agenda Item # 7. Chairman Smith explained that the original vote was in error as it should have been under a "Public Hearing" at the last meeting as required, but was not. This vote was to correct that error and is why it is being reintroduced under a Public Hearing as noted in Item # 7 of the Agenda.

Another member of the public was concerned about the distance Fire Resources would have to travel to a call at the northern reaches of the new Fire Protection District and if that would stretch resources thin due to the distance and time needed to respond to a call. This person was reassured that personnel would not be compromised as there was already in place others (from previous Fire Districts that were consolidated) to cover the area that those responding would leave temporarily, and, if needed, others under Mutual Aid from other Districts as well as the U.S. Forest Service.

### 7. Public Hearing - Resolution 2023-01 - Formation of New Fire District

Public Hearing on the reintroduction of RESOLUTION # 2023-01 FORMATION OF NEW FIRE DISTRICT was opened at 6:50PM by Chairman Smith.

Chairman Smith gave a "Reader's Digest" version of this resolution and why it was being reintroduced. Discussion followed concerning LESSG, this resolution, previous attempts at consolidation and why, it was so (as one person stated) so urgently needed for eastern Plumas County.

Public hearing on this resolution was closed at 7:23PM.

Director Alyson Ceresola motioned to approve. A second was made by Vice Chair Daniel Greenwood. The roll call vote:

Aye Chair Larry Smith Aye Vice Chair Daniel Greenwood Aye Director Alyson Ceresola Absent Director Gay Miller Absent Director Tyler McGarr

8. **Adoption of Resolution 2023-02 -Workers Compensation for Unpaid Volunteers** Vice Chair Daniel Greenwood motioned to approve. A second was made by Director Alyson Ceresola. The roll call vote:

Aye Chair Larry Smith Aye Vice Chair Daniel Greenwood Aye Director Alyson Ceresola Absent Director Gay Miller Absent Director Tyler McGarr

9. **Report on water use from Grizzly Ranch**

None for February 2023.

10. **Report on Fire Contract With United States Forest Service**

It was noted that BFPD received a \$5400.00 payment for 2022 station rental at Grizzly Road from the USFS which can be placed on a future Agenda.

11. **Future Agenda Items and Next Meeting Date**

USFS Contract.

Next Board Meeting on April 19, 2023 at 6:30PM.

12. **Adjournment**

Meeting adjourned at 7:31PM.

**Beckwourth Fire District**  
**Total Month Revenue and Expense**  
**March 2023**

	<u>TOTAL</u>
<b>Income</b>	
<b>Other Revenue</b>	
43010 · Interest-Invested Funds	103.50
45071 · Contract Fire Protection	3,919.14
46060 · City of Portola Misc.	58.12
46239 · Donations	25.00
<b>Total Other Revenue</b>	<u>4,105.76</u>
<b>Total Income</b>	4,105.76
<b>Expense</b>	
<b>Salaries &amp; Benefits</b>	
51000 · Regular Wages	37,852.48
51110 · Workers Compensation Insurance	-1,113.70
<b>Total Salaries &amp; Benefits</b>	36,738.78
52020 · Communications	190.84
52090 · Maintenance - Equipment	134.14
52092 · Maintenance - Trucks	1,090.63
52110 · Vehicle Fuel	1,286.32
52124 · Tools and Equipment	488.61
52130 · Maintenance - Bldg & Grounds	204.69
52180 · Office Expenses	568.73
52190 · Professional Services	1,907.90
52440 · Special Department Expenses	250.00
52700 · Spec. Dept. Training	1,468.98
52740 · Travel - Routine	
52745 · Meetings/Meals	121.69
<b>Total 52740 · Travel - Routine</b>	121.69
52780 · Utilities	2,908.63
66000 · Payroll Expenses	3,943.38
<b>Total Expense</b>	<u>51,303.32</u>
<b>Net Income</b>	<u><u>-47,197.56</u></u>

3:57 PM

04/11/23

Accrual Basis

# Beckwourth Fire District

## Expenses by Vendor Detail

### March 2023

Type	Date	Num	Memo	Account	Amount
<b>Amazon</b>					
Credit Card Charge	03/05/2023	648110...	Admin. USB extrenson flash drive	52180 · Office Expens...	-24.43
Credit Card Charge	03/21/2023	4117807	pens, copy paper	52180 · Office Expens...	-65.40
Credit Card Charge	03/21/2023	1914622	staple pullers	52180 · Office Expens...	-7.18
Credit Card Charge	03/21/2023	4117807	pens for office	52180 · Office Expens...	-11.79
Credit Card Credit	03/23/2023	8457010	empty box received refused	52180 · Office Expens...	9.92
Total Amazon					-98.88
<b>AT&amp;T Calnet 3</b>					
Bill	03/12/2023	2/12/23...		52020 · Communicatio...	-29.61
Total AT&T Calnet 3					-29.61
<b>Battery Systems</b>					
Credit Card Charge	03/20/2023	411023...	2 batteries Kenny O.	52124 · Tools and Eq...	-429.75
Total Battery Systems					-429.75
<b>Beckwourth CSA</b>					
Bill	03/25/2023	032523		52780 · Utilities	-44.50
Total Beckwourth CSA					-44.50
<b>Best Best &amp; Krieger</b>					
Bill	03/07/2023	959330	Public Record Request Legal	52190 · Professional ...	-627.90
Total Best Best & Krieger					-627.90
<b>Best Western</b>					
Credit Card Charge	03/05/2023	2647878	Ruben Training Strike Team Taskforce Lea...	52700 · Spec. Dept. T...	-551.27
Total Best Western					-551.27
<b>Bruce Lackenbauer - {V}</b>					
Check	03/23/2023	1601	Reimbursement for gutter for station 1	52130 · Maintenance -...	-107.68
Total Bruce Lackenbauer - {V}					-107.68
<b>Carol Logan</b>					
Bill	03/30/2023	126	March 2023 Bookkeeping	52190 · Professional ...	-1,280.00
Total Carol Logan					-1,280.00
<b>FSP Books &amp; Videos</b>					
Credit Card Charge	03/14/2023	549431A	Kenny O. Training Driver/operator books	52700 · Spec. Dept. T...	-579.00
Total FSP Books & Videos					-579.00
<b>High Sierra Gas</b>					
Bill	03/08/2023	U0017...	Grizzly Fire Station	52780 · Utilities	-528.41
Bill	03/15/2023	U0327...	station 1	52780 · Utilities	-770.60
Bill	03/29/2023	U0017...	station 1	52780 · Utilities	-491.15
Bill	03/29/2023	U0017...	grizzly rd.	52780 · Utilities	-705.40
Total High Sierra Gas					-2,495.56
<b>Home Depot</b>					
Credit Card Charge	03/13/2023	0623561	Training Ken Osburn	52700 · Spec. Dept. T...	-37.91
Total Home Depot					-37.91
<b>Hunt &amp; Sons, Inc.</b>					
Bill	03/15/2023	17899		52110 · Vehicle Fuel	-590.91
Bill	03/31/2023	35324		52110 · Vehicle Fuel	-611.52
Total Hunt & Sons, Inc.					-1,202.43
<b>Les Schwab</b>					
Bill	03/03/2023	719002...	9450	52092 · Maintenance -...	-164.08
Total Les Schwab					-164.08
<b>Loyalton Medical Clinic</b>					
Bill	03/25/2023	B. Ada...	Brianna Adams Medical	52440 · Special Depar...	-250.00
Total Loyalton Medical Clinic					-250.00
<b>Maverik</b>					
Credit Card Charge	03/21/2023	326541	fuel for #9462	52092 · Maintenance -...	-128.85
Total Maverik					-128.85

3:57 PM

04/11/23

Accrual Basis

# Beckwourth Fire District

## Expenses by Vendor Detail

### March 2023

Type	Date	Num	Memo	Account	Amount
<b>Microsoft</b>					
Credit Card Charge	03/14/2023	E0700...	Annual Subscription to Microsoft 3/15/2023-...	52180 · Office Expens...	-99.00
Total Microsoft					-99.00
<b>NAPA Sierra</b>					
Bill	03/01/2023	253821	9423 hydraulic oil Rudy	52092 · Maintenance -...	-45.77
Bill	03/03/2023	253390	Scott Hiatt #9452/62/50 tow straps o-rings	52090 · Maintenance -...	-134.14
Bill	03/21/2023	254269	Louis S. battery	52092 · Maintenance -...	-388.58
Bill	03/21/2023	254308	bruce tools for stationh 1	52124 · Tools and Eq...	-58.86
Bill	03/29/2023	254736	#9461 Gas Cap	52130 · Maintenance -...	-30.02
Bill	03/30/2023	254790	#9454 Air brake chamber	52092 · Maintenance -...	-52.07
Total NAPA Sierra					-709.44
<b>Plumas-Sierra REC</b>					
Bill	03/29/2023	2/16/23...	2/16/23-3/20/23	52780 · Utilities	-368.57
Total Plumas-Sierra REC					-368.57
<b>Plumas-Sierra Telecommunications</b>					
Bill	03/29/2023	4/1/202...	water for business meeting	52020 · Communicatio...	-60.00
Total Plumas-Sierra Telecommunications					-60.00
<b>Plumas Ace Harware Inc</b>					
Credit	03/01/2023	451142	credit for locks	52130 · Maintenance -...	19.29
Bill	03/03/2023	451453	Scott H 9450	52092 · Maintenance -...	-57.89
Bill	03/04/2023	455568	Screw Gutter station 1	52130 · Maintenance -...	-27.87
Bill	03/05/2023	45145	9322 batteries	52092 · Maintenance -...	-92.13
Bill	03/11/2023	452538	rudu hand saw misc hardware	52092 · Maintenance -...	-52.63
Bill	03/13/2023	452739	locks for supply door Station 1	52130 · Maintenance -...	-16.08
Bill	03/13/2023	452750	correct lock for supply door Station 1	52130 · Maintenance -...	-27.99
Bill	03/13/2023	452750	return of incorrect knob	52130 · Maintenance -...	14.05
Bill	03/15/2023	453149	ruben mop for station 1	52130 · Maintenance -...	-26.79
Bill	03/21/2023	453915	supply key for Fatheree	52130 · Maintenance -...	-1.60
Total Plumas Ace Harware Inc					-269.64
<b>Power market</b>					
Credit Card Charge	03/24/2023	053348	Diesel Fuel for generator for sale	52110 · Vehicle Fuel	-83.89
Total Power market					-83.89
<b>QuickBooks Payroll Service</b>					
Credit Card Charge	03/26/2023	P1-824...	QB payroll monthlyt for direct deposit	52180 · Office Expens...	-45.00
Total QuickBooks Payroll Service					-45.00
<b>Smile Business Products, Inc.</b>					
Bill	03/29/2023	1108853		52180 · Office Expens...	-87.78
Total Smile Business Products, Inc.					-87.78
<b>Streamline</b>					
Bill	03/01/2023	78F24...		52020 · Communicatio...	-50.00
Total Streamline					-50.00
<b>US Bank Equipment Finance</b>					
Bill	03/06/2023	494223...	Copier Lease	52180 · Office Expens...	-83.26
Bill	03/13/2023	496514...		52180 · Office Expens...	-83.26
Total US Bank Equipment Finance					-166.52
<b>USPS</b>					
Credit Card Charge	03/07/2023	015283	Ashlee Certified mail	52180 · Office Expens...	-8.55
Credit Card Charge	03/16/2023	006766	stamps	52180 · Office Expens...	-63.00
Total USPS					-71.55
<b>Verizon Wireless</b>					
Bill	03/01/2023	992909...		52020 · Communicatio...	-51.23
Total Verizon Wireless					-51.23
<b>TOTAL</b>					<b>-10,090.04</b>



**Beckwourth Fire District**  
**Balance Sheet**  
As of March 31, 2023

	Mar 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Cash in Plumas Bank 1605	20,844.88
10100 · Cash in Plumas Savings 3672	470,730.05
10200 · Cash Auxillary Plumas Bank 6070	1,760.54
Total Checking/Savings	493,335.47
Accounts Receivable	
11000 · Accounts Receivable	15,533.63
Total Accounts Receivable	15,533.63
Other Current Assets	
10010 · Petty Cash	-84.78
Total Other Current Assets	-84.78
Total Current Assets	508,784.32
Fixed Assets	
15000 · Station 1 - Beckwourth	
15003 · Equipment	13,650.00
Total 15000 · Station 1 - Beckwourth	13,650.00
54085 · Medical Equipment	2,798.19
54200 · Radio	46,876.80
54450 · Fire Station	1,877.50
54670 · Fire Truck	35,033.23
54680 · Fire Equipment	21,021.06
Total Fixed Assets	121,256.78
<b>TOTAL ASSETS</b>	<b>630,041.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	5,958.64
Total Accounts Payable	5,958.64
Credit Cards	
27000 · CALCARD Visa	7,050.31
Total Credit Cards	7,050.31
Other Current Liabilities	
21000 · Accrued Payroll	4,830.00
Total Other Current Liabilities	4,830.00
Total Current Liabilities	17,838.95
Total Liabilities	17,838.95
Equity	
30000 · Opening Balance Equity	737.39
32000 · Retained Earnings	225,035.39
32001 · Unassigned Fund balance	286,103.00
32002 · Committed Fund balance	44,958.00
35000 · Suspense	122,110.81
Net Income	-66,742.44
Total Equity	612,202.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>630,041.10</b>

Gayanna Miller

3259 Buckaroo Court

Wickenburg, Arizona 85390

April 12, 2023

Board of Directors

Beckwourth Fire Protection District

180 Main Street

Beckwourth, California 96129

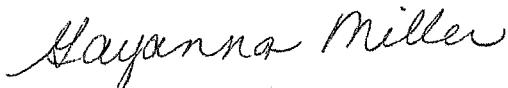
Dear Board Directors,

California law requires all board members of local districts to be registered voters within the district they serve. Therefore, I am required by law, to resign my position as a Member of the Board of Directors of the Beckwourth Fire Protection District effective April 13<sup>th</sup>, 2023.

I am proud of the accomplishments our local Fire Protection District has achieved and the service they have provided. I consider my time on the Board to be a valuable and rewarding experience. It was also quite an interesting learning experience for me. I thank all of you for your help. I consider it an honor to have worked with the members of the Board and its employees and value the relationships that have been formed as a result.

I wish the District continued success in the future and sincerely hope that all the time and effort put forth for the Consolidation of the Beckwourth Peak Fire District comes to fruition.

Respectfully,

A handwritten signature in cursive script that reads "Gayanna Miller".

Gayanna Miller

Director, Board of Directors of Beckwourth Fire Protection District

## ~ Beckwourth Fire Protection District~

### SPECIAL VACANCY NOTICE

This notice is to announce a vacancy occurred on the Beckwourth Fire Protection District's Board.

The remaining four District Board Members plan to fill the vacancy created by the resignation of Director Gay Miller. The appointed individual will hold office until the next Uniform District Election.

In compliance with the Maddy Appointive Registry, this appointment can be made on or after May 5, 2023 (after 15 days of posting this resignation).

Any person interested in filling this position must be a registered voter in the County of Plumas and a resident within the Beckwourth Fire Protection District. Interested individuals must forward a letter of interest to the District Office by May 5, 2023. For further information on the qualifications for this position, contact the Administrative Officer at [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

4/20/2023

Date Posted SIGNED: Carol Logan

TITLE: Administrative Officer Beckwourth Fire Protection District

## ~ Beckwourth Fire Protection District~

### DECLARATION OF POSTING

I, the undersigned, hereby declare:

1. That I am the Administrative Officer to the Board of Directors of Beckwourth Fire Protection District, located in Portola, Plumas County, California.
2. That on April 20, 2023, I posted copies of a document entitled "Notice of Vacancy on the Board of Director of the Beckwourth Fire Protection District", a copy of which notice is attached hereto and designated Exhibit "A" and incorporated herein by reference, in the following places:

- a. Beckwourth Fire Station, 180 Main Street, Beckwourth, CA 96129
- b. US Post Office, 440 S. Gulling St. Portola, CA 96122
- c. City of Portola Bulletin Board, City Hall, 35 Third Avenue, Portola, CA 96122
- d. <https://www.beckwourthfire.com>

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct. Executed at 180 Main Street, Beckwourth, CA 96129 California, on 4/20/2023.

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Carol Logan/Administrative Officer, Beckwourth Fire Protection District