

Minutes for March 16, 2022

Beckwourth Fire District

1. **Board members may attend this meeting via teleconference as permitted by California Law. Members of the public were able to join the meeting via Zoom live streaming or in person. Board Meeting called to order at 6:30 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith – here, Gay Miller – here, Daniel Greenwood – here (via zoom), Dick Spencer – absent, Alyson Ceresola - here. **Board Secretary:** Mercadez Flewell - here, **Fire Chief:** Bret Russell - here, Deputy Chief: Kenny Osborn (via Zoom), **Safety Officer:** Absent, **Division Chief:** Bruce Lackenbauer, **BFD members:** Ruben Villa, Floyd Meyers **Public:** Pat Morton, John Williamson
3. **The Pledge of Allegiance:** Recited by all. Isabella Ceresola led.
4. **Opening remarks.** None
5. **Approval of Minutes** for the Board Meetings held February 16, 2022. There were no edits or corrections needed, Gay Miller **motioned to approve the minutes** from the prior month, and Alyson Ceresola seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer - absent. All in favor, **motion passed without objection.**
6. **Approval of the Account Revenues, Expenditures, and Balance Sheet for months of February 2022.** There were no edits or corrections needed, Daniel Smith did ask if the propane was for both stations and just one, he will come by the station to look at the bill. Alyson asked about the water bill for Grizzly Ranch and Mercadez let her know it is the quarterly charges for potable water at Station 2. Mercadez let the board know that prior to the separation with the county the only spot that they did not balance was payroll. The county is aware of the discrepancy as Mercadez has been working with the county on getting a journal entry done. Alyson **motioned to approve the revenues, expenditures, and balance sheet** from the prior month, and Gay seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer - absent. All in favor, **motion passed without objection.**
7. **Public Comment:** Bruce Lackenbauer thanked Floyd Meyers for getting food for the firefighters that were at the live fire burn on February 26, 2022, he also wanted to let everyone know that there are some firefighters that donate their strike team funds back to Beckwourth Fire. Bruce let the board know that 9372 has been parked until the gas prices do go down as the gas mileage of that apparatus is not the best compared to BFD’s quick response rigs. Gay Miller asked where the funds go once a firefighter has donated it, Mercadez let her know it goes into the donation funds for Beckwourth Fire.

John Williamson spoke on behalf of his fire service experience and was bringing his idea that he is working on with Bill powers to the board. He and Bill Powers are working on getting a Helicopter staged at the Nervino Airport for direct support for the wildland season. After the last few fire seasons and how close it has gotten to the area, they both feel like it would help the area if something where to happen.

8. **Consent Agenda:** None
9. **Chief’s Report:** Bret reported the call volume for the month of February which was 25 calls total: 9 in Beckwourth and 16 in Portola. Bret submitted a CIP list to the board. Now that the board has been provided with a Capital Improvements Plan it is time to start looking into each item and get quotes for each item. Daniel Smith and Bret discussed some of the items on the list and Daniel let Bret know that a few of the items may be easily addressed as he has been working on quotes for items on the list already. Bret discussed how nationally there is an extreme call volume increase and a shortage of Firefighters and EMS responders, which has been making it exceedingly difficult to make it to calls. Beckwourth Fire District has been working with the consolidation group as well as the City of Portola to work on the call volume that BFD has been experiencing.

Daniel Smith discussed with Bruce Lackenbauer how the city feels about Beckwourth Fire Districts service to the City of Portola and let him know that the city is pleased with the service that is being provided especially with how high the call volume was the first year BFD provided services and hopes it will continue in the future.

Daniel Smith asked Mercadez, for the next board meeting if she can prepare a graph for the call volume, Mercadez will get one prepared for the April meeting.

10. **Secretary's Report:** Mercadez let the board know that she is still in need of Dick Spencer's and Bret Russell's 700 form. She also notified the board that she will be going on vacation in May, she will be gone from May 5th to May 11th and will return to work on May 12th.
11. **Discussion and Possible Action:** Accept and Approve Audit for year's 2019-2021 – Daniel Smith reviewed the issues BFD had experienced with the new Auditor they had hired. BFD has been provided with a complete Audit and we are glad to see the results. Daniel contacted the state controller's office directly to make sure that BFD was not delinquent with their Audit. While speaking to the state controller's office he was also informed that BFD being such a small organization we could switch our Audit to every five years, however discussion with Bret, Mercadez and Susan Scarlett BFD will continue with every other year as five years is a long time between audits and would complicate and dilute the audit process. Daniel broke down the Audit in simpler terms and there were no questions or concerns. Gay Miller **motioned to approve the Audit for 2019-2021**, Alyson Ceresola seconded. Daniel Smith – yes, Gay Miller – yes, Daniel Greenwood – yes, Alyson Ceresola – yes, Dick Spencer – absent. All in favor, **motion passed without objection.**
12. **Discussion and Possible Action:** Consider and Adopt an extended MOU (Memorandum of Understanding) with the LESSG (Local Emergency Services Study Group) to complete the fire consolidation feasibility study. – Daniel Smith explained that the current MOU expired in January and with the consolidation still in progress all agencies involved still would like to continue to move forward. That requires an extension. Daniel briefly went over the letters of the departments that have dropped out and the amended MOU addresses that. The other agencies involved will also be getting this amended MOU approved at their Board Meetings. Tom Cooley will be coordinating all necessary signatures needed. There were no questions or concerns regarding the extension. Alyson Ceresola **motioned to approve the extended MOU**; Gay Miller seconded. Daniel Smith – yes, Gay Miller – yes, Daniel Greenwood – yes, Alyson Ceresola – yes, Dick Spencer – absent. All in favor, **motion passed without objection.**
13. **Update of:** Budget Kick-off for 2022-2023 – Daniel Smith went over the breakdown of how to correctly get the new budget for 2022-2023. At the April meeting the chief will present a draft budget. The board will then review and ask any necessary questions, then the board will approve it and it then gets posted to the website as a proposed budget along with the budget notice. BFD will also post it in the newspaper as well as at public postings. The board as well as the public then continues to look into the proposed budget and review it again at the May meeting for any other changes as well as it being posted to all public spaces again until the June meeting where it would then become the official budget for the 2022-2023 if passed by the Board. There were no questions or concerns.
14. **Update of:** QuickBooks setup and Conversion – Mercadez reported that so far into the first two weeks of running BFD's finances there has been no issues other than a minor issue with the wrong checks being ordered, however Susan Scarlett said it would not be an issue at all to continue to use them. Mercadez also reported that there are no longer any late fees with BFD's vendors.
15. **Update of:** LESSG Consolidation Project. – Daniel Smith briefly reviewed the consolidation's progress to date. The committee met with Graeagle Fire to review the boundaries of the new District. The new District boundary will be directly adjacent to Graeagle fire, and the coordination was productive, and all were in agreeance with a few slight changes. The consolidation committee as well as other agencies have addressed that the fire departments have had some issues with responding to non-emergency calls, and we are all trying to reduce those calls so that the fire departments are only responding to emergency calls. The feasibility study is close to being able to be published to the public. Mayor Pat Morton reported that she feels as though people do not realize how involved all the agencies are in this consolidation study. She also said that they are all in a good place and things are working and moving smoothly.
16. **Update of:** Portola City Council Liaison Monthly Report. – Floyd Meyers covered the City of Portola council meeting for Gay Miller and all things went smoothly.
17. **Update of:** Report on Coronavirus/Policies and Procedures. BFD's Policies and Procedures remain the same.
18. **Update of:** Report on water use from Grizzly Ranch. Zero water usage for February 2022
19. **Department Reports:** Bruce Lackenbauer has asked the board if a couple of board members would be able to come to one of the business meetings and explain to the Firefighters how budgeting and purchasing works for the department. Daniel Smith asks Bret if this is okay, and he agreed. Bruce also asked where BFD is at for the Auxiliary set-up, Daniel Smith lets Bruce know that if BFD were to finish the non-profit now if the consolidation were to go through, it would have to be redone. Majority of agencies already have an account like this and would like to continue to be able to use them until a consolidation and merge them together.

Deputy Chief Kenny Osburn reported that there will be a hazmat class coming up at the end of March and beginning of April that will be open to the whole county including Sierra County. Kenny will also be making sure that all personnel are

certificated correctly to be able to go on strike team assignments and Ruben will be putting on S130&S190 course/refresher course that are also required. Daniel Smith asked if the Pre-Position will be something that BFD will be able to do and Bret let him know yes, is all based on weather during the summer, and yes BFD will be trying to get more of those going this year. Quincy Fire Department has brought back their annual Fire Academy and BFD will be putting in two firefighters and two Fire Cadets into the program. It happened at the perfect time as with BFD starting the cadet program it offered the perfect option to train these Fire Cadets. Kenny is in the process of getting quotes for water tender 9431, BFD has 1 year to get it done as a requirement of agreement with the USFS. The water tender from Texas is still at Kenny's to be worked, he has not forgotten about it he has just been busy with other apparatus. 9454 the rescue is in service and the new engine 9423 is in service. When it comes to the apparatus that BFD has for sale Kenny has been working with Fenton Fire's website to post the equipment on their website as it is a national site that fire departments around the world look at and BFD would have a better shot of selling the equipment. The site has quoted 9473 at \$30,000 and the old 9423 at \$20,000. While working with this site there is a 10% commission charge. Daniel Smith thanked Kenny for helping with the deviation letter to the USFS agreement.

20. Directors Reports:

21. Old Business: None.

22. New Business: NEXT BOARD MEETING: Wednesday April 20, 2022.

23. Adjournment of Meeting: Daniel S. adjourned meeting @ 20:00

I, MERCADEZ FLEWELL, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **March 16, 2022**, ARE CORRECT AS RECORDED.

Mercadez Flewell, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for March 16, 2022

Daniel Smith: _____ Date: _____

Gay Miller: _____ Date: _____

Daniel Greenwood: _____ Date: _____

Alyson Ceresola: _____ Date: _____

Dick Spencer: _____ Date: _____