

Minutes for June 18, 2020 Beckwourth Fire District

1. **Board Meeting called to order at 6:30 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith – here, Denise Downs - here, Dwight Ceresola – absent, Gay Miller – here. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **Safety Officer:** Brendan Pratt, **Division Chief:** Donald Bliss, **BEC members:** Ruben Villa, Floyd Meyers, Bruce Lackenbauer, **Public:** John Randall, Tom Cooley, Jacob Pruitt, Pat Morton.
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meeting held February 20, 2020. Denise Downs **motioned to approve minutes, as transcribed, from the meeting held on February 20, 2020** and Gay Miller seconded. Daniel – yes, Denise – yes, Gay – yes. All in favor, **motion passed without objection.**
5. **Safety Officer’s Report:** Chairman Smith moved this item up on the agenda. Brendan Pratt reported since he started the safety officer position in February, he is not aware of any new incidents to report in terms of safety. At Station 1 an ongoing problem for safety has been the carpet, a tripping hazard due to tears and folds. Since the flood and remodel, the carpet has been removed. The existing concrete has been ground, stained, and polished. This work was completed by our volunteer firefighter, Scott Hiatt. On May 6 we did a quarterly walkthrough inspection of Station 1, which was attended by Patty Venable, Dwight Ceresola, Chief Russell, and Brendan. The main issue is the propane tank located behind the station. Currently there is a railroad tie placed in front of it to prevent anyone driving into the tank. The recommendation is to install between 4-5 parking poles. A walkthrough of Station 2 will be done in conjunction with a regularly scheduled Monday night training, which the BEC staff attends. This will be very helpful for the newest members to become more familiar with Station 2; it is hoped to be completed by the end of July.
6. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the months of February, March, April and May 2020. Patty briefly noted any higher expenses or revenues received for each month. Denise motioned to approve the **Account Revenues, Receivables, Expenditures, and Balance Sheet for the months of February, March, April and May 2020**, Gay Miller seconded. Daniel – yes, Denise yes, Gay – yes. All in favor, **motion passed without objection.**

Monthly Budget Updates for Board: reviewed, no questions or concerns.
7. **Public Comment:** none
8. **Consent Agenda: 2020-21 Unsecured District Special Assessment Resolution 2020-002.** Gay motioned to approve signing the Resolution, Denise seconded. Daniel – yes, Denise – yes, Gay – yes. All in favor, **motion passed without objection.**
9. **Discussion and Possible Action: Appointment of new Board Member.** Two people sent Letters of Interest for the position and came to the meeting to introduce themselves and let the Board ask them questions. Jacob Pruitt started, followed by John Randall. Board Member, Dwight Ceresola arrived. The meeting adjourned from **Open Session and reconvened to Closed Session** to discuss the candidates.
10. **Closed Session:** Discussion of potential candidates.
11. Adjourned from **Closed Session** and reconvene to **Open Session:** Board members voted to appoint a new board member: Gay Miller – Randall, Denise Downs – Pruitt, Daniel Smith – Randall. John Randall was voted in. Dwight could not vote since he arrived at the meeting after the two candidates introduced themselves. John

Randall took the Oath of Office as stated by Patty Venable. John joined the other Board Members for the remainder of the meeting.

- 12. Chief's Report:** The department has sold Engine #9422 for \$12,500 and it is going to Mexico. As part of the sale we will be receiving a generator, hydraulic lines, cutters, spreaders and a ramp valued around \$5,000. Engine #9476, our Brush Truck, is on loan to us from the U.S. Forest Service. Currently we will no longer be able to collect income on it when it goes out with a strike team. That is a big source of income for us, and hopefully that may change, the Chief will keep us posted. Our department has started training again, we just completed our RT Wildland Training. Chief Bliss and Captain Villa put a lot of time into this. This year it was just open to BEC. On Sat. July 11 will be a make-up day for any of our personnel as well as any surrounding districts. The renovation at Station 1 from the broken pipe and flooding issue will not be finished until the end of July. Originally it was to be completed by the end of June, but more delays from Cleanrite Buildrite has pushed it out. We are reworking our Operations Procedures. Our EMS class was put on hold due to Covid-19, but by July 1 our members will be certified, or as close to that date as possible.
- 13. Secretary's Report:** Our insurance company, Golden State Risk Management Authority, through their Risk Management Accreditation Program awarded us \$1,945.30 which is 10% of our yearly contribution. Last year we only received 5%, but this year we received the full amount possible. We also received donations from various people/organizations. The Roberti Ranch gave us \$500, David & Debra Machen gave us \$500 in memory of George Bundy, Grizzly Ranch Association for Community Enhancement gave us \$2,000, the Red Clover Creek Assoc. gave us \$250 for our efforts on the Walker Fire, and Sierra Pacific Foundation gave us \$1,000. Lastly, Patty has an Authorized Signature form that all the board members need to sign at the end of the meeting, authorizing them to sign off on Vendor Claims, etc.
- 14. Discussion and Possible Action: Report on Coronavirus:** The Chief has taken a conservative stance for the department and implemented the following: stopped all of the trainings, no unnecessary visitors are allowed in the station, he sent out information bulletins to the department to keep them informed, they developed a Standard Operating Procedure directly related to the virus, they have more PPE, and followed every protocol from CCP. The Chief feels he has provided the highest level of caution for the department members.
- 15. Discussion and Possible Action: Approve Preliminary 2020/21 Budget.** Patty handed out an amended Page 2. The Chief explained in the Tax Revenue area, we averaged these figures over the past 3 years, and then reduced the bottom line by 10% to account for possible defaults on property taxes this year. Also, under Revenues the Chief pointed out the line item for Grizzly Station rent to the Forest Service last year was \$10,800 and this budget shows only \$5,400. That is because last year was 2 years rent, and next year will only be 1 year. Daniel Smith asked if we knew if that rent amount included sewer and utility fees split 50/50 with the Forest Service? Patty was not sure, and Daniel asked her to look at that for the upcoming rental agreement for 2021. Expenditures went down slightly, and Fixed Assets dropped significantly due to us purchasing a \$40,000 fire engine last year, and no plans to purchase one this coming year. Daniel wanted to let everyone know of the severity of budget cuts for next year. Due to the current economy, people may not be able to pay their taxes, which effects our bottom line. And the monies we bring in from strike team fires is an unknown, so we cannot predict or rely on those monies. We may be forced to cut back on salaries and only buy what is essential. Denise **motioned to approve the Preliminary Budget for 2020/21**, Gay seconded. Daniel – yes, Denise – yes, Dwight – yes, Gay – yes, and John – yes. All in favor, **motion passed without objection.**
- 16. Discussion and Possible Action: Policy and Procedure 2010 and 2010a** – rolled over.
- 17. Discussion and Possible Action: Local Emergency Services Study Group.** Daniel reminded us that months ago we started this study group and the participating fire districts signed an MOU expressing their interest in looking into consolidation. Daniel was gone over the winter and missed meetings, so he contacted Tom Cooley to get an update. Tom told him LAFCO will waive up to \$12,000 if we moved forward on this. Daniel took this as a sign that LAFCO is supportive. Daniel thought now may be the best time to get started with those fire districts ready to move forward. The City of Portola is currently reviewing their contract for fire services and is open to looking at possibilities with Beckwourth. A handout of an email was passed out reiterating this. Two budget worksheets were passed out from Tom Cooley for the City of Portola Fire Department's budget. Tom Cooley shared the benefits of combining departments in terms of grant opportunities, and funding personnel, sharing

resources. Pat Morton noted how difficult it is to run a department completely with volunteers. We need to fund positions for a Chief, Duty Chief and Administrator to get qualified professionals. Chief Russell agreed consolidating departments is the way to go. The timeline for this contract, which begins July 1st, is the biggest obstacle at this point. Denisece agrees this is short notice, and does not want to burden our volunteers, and potentially lose them. Dwight asked when this contract would begin, if Beckwourth accepted it. Tom said ideally July 1, but it may take 3-4 months to happen, given the short notice. Dwight agrees the contract sounds reasonable as a lead toward consolidation. He has two concerns: 1. how this effects the people within the district? 2. how the department feels about this. Do they support it? Dwight would like the board to meet with the Chief, Division and Battalion Chiefs to discuss how they and the members feel about this. Bret will present this to his members on Monday night, which is their next training night. Discussion continued with various members of the audience and the board sharing concerns and asking questions. Daniel reminded everyone that the purpose of bringing this to the board was to see if they are in agreement to work with the City of Portola on an interim contract and move forward, in a time frame that allows us to be successful. Daniel **made a motion for the board to approve us to continue to work with the City of Portola to put together a proposal for fire services.** Denisece seconded. Daniel – yes, Denisece – yes, Dwight – yes, Gay – yes, John – yes. All in favor, **motion passed without objection.**

- 18. **Division Chiefs' Report:** none
- 19. **Battalion Chiefs' Report:** none
- 20. **Directors Reports:** Denisece is looking into **Sexual Harassment Training** for us and will let us know what she finds.
- 21. **Old Business: Ethics Training:** Daniel is scheduled for ethics training July 15, and he asked if Patty could sign up John Randall for the same training.
- 22. **New Business:** NEXT MEETING DATE: **July 16, 2020 at 6:30 p.m.**
- 23. **Adjournment:** Meeting adjourned at 9:56 p.m.

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 **June 18, 2020** ARE CORRECT AS RECORDED.

Patty Venable, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for June 18, 2020.

Daniel Smith: _____ Date: _____

Denisce Downs: _____ Date: _____

John Randall: _____ Date: _____

Dwight Ceresola: _____ Date: _____

Gay Miller: _____ Date: _____