

DRAFT
Minutes for September 20, 2018
Beckwourth Fire District

1. **Board Meeting called to order at 6:30 PM by George Bundy.**
2. **Roll Call: Board Members:** George Bundy, Denisce Downs, Donald Ball (absent), M.D., Dwight Ceresola. and Daniel Smith (absent) **Acting Chief:** Donald Bliss, Division Chief **Admin. Assistant/Board Secretary:** Fran Zeits **Public Listed on Sign Up Sheet:** James Murphy, Sierra Valley Fire Department, **Captains:** Scott Thompson, Ruben Villa, Ed Dillard, **Fire Fighter:** Floyd Meyers **Public not Listed:** Vickie Anderson and Robert Holcomb, Sierra Valley Fire Department, Paul Roen
3. **The Pledge of Allegiance:** Recited by all.
4. **Board Members Fire Extinguisher Training (IIPP-Injury & Illness Prevention Program):** Ruben Villa, Captain, and Ed Dillard, Captain, collectively demonstrated the correct steps in handling a fire extinguisher. The board members each had an opportunity to extinguish a control fire successfully. Also, the board members were given a pamphlet illustrating a variety of extinguishers available on the market and their specific uses. The public was welcome to observe. Reconvened at 6:45 p.m.
5. Approval of Minutes for the Board Meetings held on June 21, 2018 and July 19, 2018 and Special Board Meeting held on September 13, 2018. August 16, 2018 was canceled, lack of a quorum. **Denisce motioned to approve minutes, as transcribed, held on June 21, 2018, July 19, 2018 and Special Board meeting held on September 13, 2018 and Dwight seconded, all in favor. Motion passed without objection.**
6. Approval of the Account Receivables, Expenditures, Revenue and Balance Sheets for the month of June 2018, June 2018 (Report 13), July 2018, and August 2018. **Denisce motioned to approve the Account Receivables, Expenditures, Revenue and Balance Sheets for the months of June 2018, June 2018 (Report 13), July 2018 and August 2018 and George seconded, all in favor. Motion passed without objection.**
7. **PUBLIC COMMENT:** None
8. **Consent Agenda Items:** Legal documents transferring property at Station 2 from Grizzly Ranch to Beckwourth Fire District had been finalized, signed by George Bundy.
9. **Secretary's Report:** Updated the Board regarding ad postings for the Fire Chief position. Local newspapers (\$650.00), CSDA's website (\$155.00), recommended by Daniel Smith at the July's board meeting, and Indeed's website (free), first time user, and received nine (9) applicants. Applied for GSRMA subsidy funds program (\$1,000.00). Submitted refund subsidy for the 2018 Board Secretary/Clerk Conference, which is October 23rd and 24th. The new hire for the administrative assistant /board secretary position has attentively been registered. Submitted refund subsidy for the 2018 EMS conference in Chico and Bruce Lackenbauer will be attending. Completed GSRMA annual payroll audit report. Updated requirement for posting on the website was received from Streamline (BFD's website) stating that agenda postings need to be in PFD format as of January 2019. Started posting all board meeting documentation (agenda, board minutes & etc.) in PFD format since August 16th, 2018. AFG grant (laundry room) has been declined. Cal-Fire grant for \$2,340.00 has been approved. Called Check Leonhardt, assessor, and will combine surrounding acreage at Station 2 to existing APN for 2019/2020 tax year, which was deeded to BFD from Grizzly Ranch. The District will only pay one sewer/water bill.
10. **Division Chief's Report acting as Fire Chief:** In the last 30 days the Department had 6 calls: 1 – medical-COPD, 1 - structure fire in Portola-canceled, 1 – horse trailer fire – horses were safe, 1-vegetation fire – hot springs in Sierraville, 1 - mutual aid call from Portola – kerosene heater, and 1 – medical call - fainting person. **Station 2:** Hose rack being built by the forest service crew and the BEC department will be able to utilize. **Station 1:** New CO/Smoke alarms installed. **Vehicles:** #9476 returned from a 9 - 10 days tour - Delta Fire.

Crew (Ruben Villa, Steve Ross, Chris White and Scott Hiatt) performed well but #9476 had mechanical alternator issues and was replaced. Cost unknown at this time. Also, the air conditioner compressor went out and will cost \$1,200.00 to repair. Parts have been ordered and Portola Auto will service. Received two (2) bids for #9471 and suggested the District accept the \$12,500.00 bid. Radio tech to look at 9422/9476 radio issues. **Chief Position:** Sent out five (5) emails to top candidates. Three (3) responded, one (1) accepted another job, two (2) expressed continuance, and will setup phone interviews. **SCBA Equipment:** L.N. Curtis came by to check out SCBA fill station. The used/refurbished units they have are not suitable. Options: Replace just motor and compressor in existing unit or lease new unit with monthly payments of \$1,000.00 per month. **Personnel:** Ruben Villa, Ed Dillard and Don Bliss are keeping seven (7) day coverage. Working out well. **Grants:** Approved for the Cal-Fire grant (\$2,340.00). AFG grant (laundry room) was denied. **Conferences:** Reno Fire Show and Chico EMS conferences in November 2018. **Airport:** Will start installing address signs on hangar units, as time permits. **Training:** Training continues mostly wildland training. Waiting to hear from Nor-Cal for approval so Don Bliss can provide CE's for medical training.

11. **Vickie Anderson, Chief, Sierra Valley FPD – Long Valley Fire on Scott Road:** George explained that the BFD has a policy and a fee schedule to charge for structure fires out of the District. The BFDistrict approved Ordinance 2014-0002 because there normally is a provision in individual home owners' insurance policies to compensate fire departments. The home owners on Scott Road had a provision in their policy for \$7,500.00. Vickie Anderson does not recall Greg McCaffrey, former Chief, informing her the District was going to bill for the Scott Fire and she did not know and was unaware that the BFDistrict billed for structure fires. Vickie Anderson is concern regarding future mutual aid for structure fires in their District. Stated their District will not call for mutual aid from the BFDept. going forward for structure fires. Don Bliss, Division Chief, stated it is very concerning to him that SVFPD would not call BFD if there is a structure fire in their District, you may need us. George admits the correspondence between the home owner and Fire Recovery went off the rails. The Board and the public were given a copy of the communication that transpired between all persons involved with the billing process. **Denisce made a motion to review the MOU (4-21-2016) with SVFPD and the SVFPD's board members are welcome/encouraged/invited to attend the next board meeting (October 18th) and George seconded, all in favor. Motion passed without objection.** Denisce asked Vickie Anderson to leave a list of their board members names with phone numbers and a copy of the MOU. Don Bliss commented he hopes SVFPD still calls BFDept until this is resolved and worry about the issue later. The personnel from SVFPD left after discussion.
12. **Closure for 2017-2018 Budget - Final Spread Sheet Accounting Figures:** Fran went over the figures. **George made a motion to accept the 2017-2018 Final Budget Figures by a roll call vote. George Bundy – Yes, Denisce Downs – Yes, Donald Ball – Absent, Dwight Ceresola – Yes and Daniel Smith – Absent. Approved.**
13. **Resolution 2018-005 Adopting Final Budget 2018-2019 Fiscal Year:** Changes were made to the preliminary budget which was adopted on 6-21-2018. **George motioned to approve the final budget (Resolution 2018-005) for 2018-2019 fiscal year by a roll call vote. George Bundy – Yes, Denisce Downs – Yes, Donald Ball – Absent, Dwight Ceresola – Yes, and Daniel Smith – Absent. Approved.**
14. **Resolution 2018-006 Establishing Appropriations Limit 2018-2019 Fiscal Year:** **George motioned to approve Resolution 2018-006 Establishing Appropriations Limit 2018-2019 Fiscal Year and Dwight seconded, all in favor. Motioned passed without objection.**
15. **Resolution 2018-007 State & Federal Surplus Property Program:** Renewal is every three (3) years. Fran stated thru this program the department acquired #9476. The District is place on a list and when surplus comes available the District is notified. **George motioned to approve Resolution 2018-007 State & Federal Surplus Property Program and Denisce seconded, all in favor. Motioned passed without objection.**
16. **Resolution 2018-008 Rescind Billing Procedures for Structure Fires Within Fire District stated in Ordinance #2014-0002).** George stated the District adopted this ordinance 2014-0002, and the Board at that time felt it was a financially sound decision with the assumption that everyone had home owner's insurance and that all insurance policies have a provision for reimbursing for fire services. However, the District became aware that not all the District's continuants have insurance. Salem Fire was an example of that, and the Board felt uncomfortable. The Resolution 2018-008 states that the Board of Directors wishes to not bill such fees given the property tax and other revenues received from property owners within the Fire District. George read into the record the policy changes the Board is proposing. Board of Directors of the Beckwourth Fire District resolves as follows: Section 1 - The Beckwourth Fire District shall not bill property owners within the Fire District any fees imposed under the Fee Ordinance to respond to structure fires. Such fees shall only be charged to properties located outside of the Fire District. This election may be amended or modified as set forth in Section 3 of the Fee

Ordinance. Section 2 - This Resolution shall take affect upon its adoption. Dwight asked for clarification. George clarified that the resolution addresses property owners within the fire District, which are annexed, not the property owners in the sphere of influence. Also, Dwight was questioning one of the District's policy (no spray policy) stating we would not fight fires outside of the District but could not locate the policy in the Policy/Procedures binder. Don Bliss asked and suggested that Dwight stop at the office and he would try to assist him. Dwight feels the Board should have the final authorization to send an invoice to Fire Recovery. Denise does not feel it is the Board's position to approve/monitor the daily duties of the fire department staff. **George motioned to approved Resolution 2018-008 Rescind Billing Procedures for Structure Fires Within the Fire District stated in Ordinance #2014-0002 by a roll call vote. George Bundy – Yes, Denise Downs – Yes, Donald Ball – Absent, Dwight Ceresola – No and Daniel Smith – Absent. Motion did not pass.** There was a discussion regarding if this item could be place on the agenda for October 18, 2018. Paul Roen indicated there is a six (6) month waiting period. Fran will research and report back to the Board at the October meeting, and if there is no waiting period a board member can make a motion at that time.

17. **2018-009 Department of Forestry and Fire Protection Agreement #7FG17008 – Cal-Fire Grant:** The grant was approved for \$2,340.0 and the BFDistrict needs to match the amount. The total wildland purchase amount will be \$4,680.00. **George made a motion to approve resolution 2018-009 Department of Forestry and Fire Protection Agreement #7FG17008 - Cal-Fire Grant by a roll call vote: George Bundy – Yes, Denise Downs – Yes, Donald Ball – Absent, Dwight Ceresola – Yes and Daniel Smith – Yes. Passed without objection.**
18. **Globalstar – Satellite Phone Renewal:** Don Bliss, acting Chief, recommended to the Board to hold renewal until the new chief is appointed. Previously the service was approximately \$662.00 per year and the service has increased to \$1,074.00 per year. The satellite phone was obtained to cover coverage if needed. It was used very seldomly for direr emergencies. **George made a motion not to renew the Globalstar satellite services and the Board will discuss the option with the new Chief and Dwight seconded, all in favor.** Denise asked Fran to check with Globalstar if it is necessary to return the satellite phone or if there is a monetary clause for termination.
19. **Replacing SCBA Refill Station – Station 1:** Don Bliss is waiting to hear from L.&N. Curtis. Also, refer to acting Chief's report under SCBA Equip. **Rolled over.**
20. **Review Bids for #9471:** Received two (1) bids for #9471, Alpine Wildfire Service, Inc. (\$10,000.00) with a long list of conditions), and Charles A. Sawyer a farmer/rancher (\$12,500.00). **George motioned to accept Charles A. Sawyer offer for \$12,500.00 and Denise seconded, all in favor. Passed without objection.**
21. **Replenish Contingency Fund (Fire Department - \$1,000.00):** **George motioned to replenish the Fire Department Contingency Fund and Denise seconded, all in favor. Motion passed without objection.**
22. **Repairs/Maintenance Station 1 – East Gutter, Storm Doors (2), West Facia:** Fran requested three (3) bids and received two (2), Trails West Construction (\$2,025.00) and McElwain Construction (\$6,970.00). **Denise made a motion to approve McElwain Construction proposal (\$6,970.00) for the Repairs/Maintenance at Station 1 and George seconded, all in favor. Motion passed without objection.**
23. **Reinstate/Resume ALS (Advance Life Support) for the Fire Department:** At this time Donald Bliss, acting Chief, does not want to take on the responsibility for handling/storing medications and narcotics. Suggested placing it on hold until the new chief qualifies. The Department would operate under BLS (Basic Life Support) status until the new Chief obtains the necessary creditials. The Board agreed.
24. **GSRMA Annual Conference October 18-19, 2018.** George and Denise passed, but Dwight indicated he would get back to Fran if his schedule allows.
25. **Rock Base for East Side of Station 1:** Paul Roen suggested to contact the County, since the new road construction cause the flooding problem. George Bundy will approach the County, Michael Sanchez, 1st District supervisor. **Rolled over.**
26. **Battalion Chief's Report:** None
27. **Division Chief's Report:** None
28. **Safety Officer's Report:** Ruben Villa and Don Bliss have stepped up temporarily for Jennifer Langston. Ruben is keeping good records, so when Fran needs IIPP document verifications for GSRMA, they will be available. The Board thanked Don and Ruben for taking on another responsibility for the District.
29. **Directors' Reports:** George Bundy – **None**; Denise Downs – **None**; Donald Ball – **Absent**; Dwight Ceresola – **None**; Daniel Smith - **Absent**.
30. **Old Business: NIMS Requirement IS100 and IS700:** Denise Downs (IS100 & IS700), Donald Ball (IS100 & IS700), Dwight Ceresola (IS100 & IS700). **Ethics Class Renewals:** George Bundy and Fran Zeits, pending local class.

- 31. **New Business:** Next Board Meeting on October 18, 2018 at 6:30 p.m.
- 32. **Adjournment:** Adjourned at 8:46 p. m. **George motioned for an adjournment and Denise/Dwight seconded. Motion passed.**

I, FRAN ZEITS, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **September 20, 2018** ARE CORRECT AS RECORDED EXCEPT SECTION #11.

Fran Zeits, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for September 20, 2018.

George Bundy: _____ Date: _____

Denisce Downs: _____ Date: _____

Donald Ball, M.D.: _____ Date: _____

Dwight Ceresola: _____ Date: _____

Daniel Smith: _____ Date: _____