

Minutes for January 21, 2021 Beckwourth Fire District

- **Board members attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20. Member of the public were able to join the meeting via Zoom live streaming. Board Meeting called to order at 6:35 PM by Daniel Smith.**
- **Roll Call: Board Members:** Daniel Smith – here, Denisce Downs – absent, Gay Miller – here, John Randall - here. **Board Secretary:** Regina Martinez **Fire Chief:** Bret Russell.
- **The Pledge of Allegiance:** Recited by all.
- **Approval of Minutes** for the Board Meeting held on November 19, 2020. John Randall **motioned to approve the minutes from the meeting held on November 19, 2020** and Gay Miller seconded. Daniel – yes, Gay – yes, John - yes. All in favor, **motion passed without objection.**
- **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the month of November and December 2020. Regina shared with the Board of Directors the Monthly Expensive Highlight Report through December 31, 2020. BFD received \$19,812.87 from GSRMA, the final payment for the water damage in March 2020.
- **Public Comment:** none
- **Consent Agenda:** none
- **Election of Officers for 2021:** Daniel volunteered to remain the Chair of the Board, unless there was another Board Member that wanted to. No members volunteered to take the Chairperson position, Daniel will remain the Chair of the Board. Daniel nominated Denisce to be the Co-Chairperson, pending her acceptance at the next meeting. Daniel – yes, Gay – yes, John - yes. All in favor, **motion passed without objection.**
- **Chief's Report:** Chief Russell stated that he will combine his Update on Recruitment of Volunteer Firefighters and the Update on Coronavirus in his Chief Report. Chief Russell shared that the Department is fully operational, trainings are back in session. All precautions for COVID19 are in place per the CDC, State, County and OSHA guidelines. All visitors to the Fire Department are required to wear a face covering and to take their temperature. Trainings for Beckwourth Firefighters is taking place on Monday evening and on Wednesdays for the Portola Division. Currently Beckwourth Fire has 30 members. Gear, PPE and radios/pagers will be issued to the new Portola Division firefighters next Monday. The Cal Fire Grant will be covering the expenses of the new wildland uniforms and gear. Chief Russell thanked Lauren Knox from the City of Portola for being supportive during this time of transition. Daniel congratulated Chief Russell for his great job of recruiting new volunteer firefighters and being ready for taking over emergency services for the City of Portola.
- **Secretary's Report:** Regina reminded the Board to complete the Statement of Economic Interests, California Form 700 for Plumas County by April 1, 2021. Regina reminded the Board that GSRMA is hosting an online training on Harassment on February 9, 2021 at 10:00 a.m. for anyone needing that training. Harassment and Ethic Training is due every two years. Regina also shared with the Board that she did not have information from the County yet on how much income will be coming in from the property taxes that were due in December 2020. Regina will have information once the January financials are sent by the Plumas County Auditor's Office. Regina shared that there was no water usage to report for Station 2, Grizzly Ranch.
- **Discussion and Possible Action: Development of 20/21 of a Financial Policy of Reserves and Contingencies for the department.** Daniel explained that currently BFD does not have a budget policy in place to be prepared for an unseen event or expense. The example policy was given to the Board in the BOD packet. The Auditor has made the recommendation to put 10% of the Strike Team funds into a reserve account. Daniel asked the Board to move forward with this policy. John Randall **motioned to approve and implement the policy** and Gay Miller seconded. Daniel – yes, Gay – yes, John - yes. All in favor, **motion passed without objection.**

- **Discussion and Possible Action: Replacement of Board Member and the need to appoint a person to fulfill the remaining term.** The Board has a vacancy with Dwight Ceresola's resignation. The Board received two letters of intent for the vacancy, Martin Shafer and Daniel Greenwood. This seat will be through December 3, 2021. Both candidates are online via Zoom. Daniel asked Martin and Daniel to share with everyone why they want to be on the Board of Directors for Beckwourth Fire District. Martin shared that he was on the Board previously in 1991/1992. In 1998 he was the Assistant Fire Chief. Martin stated that he was integral in the annexation and has a lot invested in the District. Daniel shared with the group that he loves this community. He shared that he has seen the progress of the Fire Department under Bret. Daniel wants to be more involved in the community and he feels that he would be a good fit for the Board. The vote for the new Board Member will take place in Closed Session. Both candidates will be notified by email tonight.
- **Discussion and Possible Action: Member for Safety Committee:** Daniel shared that the Safety Committee meets quarterly. The members of the Committee are Chief Russell, Safety Officer-Brendan Pratt, and a Board Member. Since Dwight's resignation there is a vacancy on the committee. John Randall volunteered to be on the Safety Committee.
- **Discussion and Possible Action: Policy and Procedures for compliance of labor laws:** Daniel shared that he has been in contact with our attorney to go over current policies regarding labor laws. The attorney will be reviewing the policies to confirm that BFD is up to date with 2021 requirements.
- **Update of: Portola City Council Liaison:** Daniel shared that BFD will take over emergency services for the City of Portola on February 1, 2021. BFD will have a liaison at the City of Portola Board meetings. Gay Miller has volunteered to be the liaison. "Guidelines for the Beckwourth Fire Board of Director Liaison to the City of Portola" handout is in the board packet. Chief Russell and Gay will alternate attending the Portola Board meetings. For the first meeting after February 1, 2021, both Chief Russell and Gay will attend. Tom C and Pat Morgan stated, "fabulous progress", this will lead to a stronger relationship.
- **Update of: Contract with City of Portola:** Daniel shared that the contract to provide emergency services for the City of Portola will be for \$73,000.00. This amount will be paid in 6-month intervals. These funds will pay for a Duty Officer to be at the Portola Station six days a week. "Revised 1/1/2021 Beckwourth/Portola Contract Details" in the Board Packet. Daniel referred to the handout as a guideline on how to use the funds. Portola had PPE that can be used. This will save the department not having to purchase PPE. This allows those funds to be moved to the payroll budget. The payroll budget will now be \$33,000.00. Daniel asked for the Board of Directors to vote on the Beckwourth/Portola Contract Details. Gay Miller **motioned to approve and implement the policy** and John Randall seconded. Daniel – yes, Gay – yes, John - yes. All in favor, **motion passed without objection.**
- **Update of: Local Emergency Services Study Group:** Daniel shared with the Board; six agencies are discussing the consolidation of local fire departments. Sierra Valley however is talking of not participating, they are a part of the Memorandum of Understanding. Letter dated December 12, 2020 to the Board of Directors-Sierra Valley Fire Protection District is being sent out. Sierra Valley Fire will have sixty days to decide whether to participate. This letter is in the Board Packet. Daniel also shared that when he worked with John Nelson from BBK his services from the meeting on October 7, 2020 were donated to the District.
- **Update of: Report on Coronavirus:** Discussed earlier by Chief Russell.
- **Update of: Report on water use from Grizzly Ranch:** Reported earlier by Secretary.
- **Division Chiefs' Report:** none
- **Battalion Chiefs' Report:** none.
- **Safety Officer's Report:** none.
- **Directors Reports:** none

• **Meeting adjourned from Open Session to reconvene in Closed Session.**

• **Report on Closed Session.** Daniel shared that the Board will be renewing the contract of Chief Russell in January 2021. The Board finalized Chief Russell’s annual evaluation with a unanimous vote. Chief Russell was awarded a 2% increase for outstanding performance, a \$5,000.00 increase for taking over the Portola Division for the total annual compensation of \$ 56,614.00. The Board reported the following votes for replacement Board Member. Daniel Smith voted for Daniel Greenwood, Gay Miller voted for Daniel Greenwood and John Randall voted for Daniel Greenwood. Daniel Greenwood will be the replacement for Dwight Ceresola.

• **Old Business:** none

• **New Business:** none

• **Adjournment:** Daniel adjourned the meeting at 8:30 p.m.

I, REGINA MARTINEZ SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **January 21, 2021** ARE CORRECT AS RECORDED.

Regina Martinez, Secretary of the Board

BOARD OF DIRECTORS’ APPROVAL SIGNATURES: Minutes for January 21, 2021.

Minutes approved by the Beckwourth Fire District Board of Directors on 2.18.2021 virtually on Zoom.

Daniel Smith:	_____	Date:	_____
Denisce Downs:	_____	Date:	_____
Gay Miller:	_____	Date:	_____
John Randall:	_____	Date:	_____