

Minutes for August 5, 2021 Beckwourth Fire District

1. **Board members may attend this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20 and in person. Members of the public were able to join the meeting via Zoom live streaming. Board Meeting called to order at 6:00 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith – here, Denisece Downs - absent, Gay Miller – here, John Randall – here Daniel Greenwood - here. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **Safety Officer:** Absent, **Division Chief:** Bruce Lackenbauer, **BEC members:** Floyd Meyers, BJ Mendoza, **Public:** John Reynolds, Pat Morton, Mercadez Flewell
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meetings held April 15, May 20, and June 17, 2021. The minutes from the prior months are still in the process of being amended. Once all modifications have been made, review and approval of the board minutes will be held on September 16th, 2021, at the Board Meeting.
5. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the month of June 2021. Daniel addressed that the financials had not been being done correctly, there was six months of financials that needed to be corrected. Patty has been able to get these corrected slowly. Patty went over the expenditures sheet, the payout for the department is much higher than normal, the reason for that is because of the Strike Team pay for the No. Complex Fire. Daniel G. **motioned to approve the minutes** from the meeting held on August 5th, 2021, and Gay seconded. Daniel S. – yes, Denisece – Absent, Gay – yes, John – yes, Daniel G. – yes. All in favor, **motion passed without objection.**
6. **Public Comment:** Debbie Hiatt went over her many ideas and thoughts she has for the Auxiliary, she would like to sit down with the Chief and discuss things more thoroughly when there is time. Bruce Lackenbauer and Bill Apger helped to work on an LLC for the Beckwourth Auxiliary for potential consideration. An electronic copy will be provided to the Board Members.
7. **Consent Agenda:**
 - a. **Amended final fiscal year 2021/2022 department budget:** Patty had provided handouts of the Budget for all persons to review. Daniel addressed that the Budget cannot be amended as it has already been approved, however in the Board Meeting held on May 20, 2021, the Board had approved adding funds to the Fixed Assets: Capital Improvements Fund (\$20,000), Working Reserve Fund (\$10,000) and Emergency Fund (\$5,000).
 - b. **Cancellation of August 19th Board Meeting:** The Board Meeting had to be moved because the county needed the unsecured and secured special assessment taxes to approved/certified prior to the 10th of August 2021.
8. **Chief's Report:** The Department has a Type 1 Fire Engine is on Airport Duty at Nervino Airport. This assignment does not have a date of cancellation. There will now be monthly officers meeting. This will ensure that all officers are on the same page and can address any necessary issues or policies to be updated. There have been four new recruits, they do still need to address all their hire packet paperwork.

For the month of June BFD ran 32 calls, 9 were in Beckwourth and 22 were in Portola. For the month of July BFD ran 53 calls, 16 were in Beckwourth and 37 were in Portola.

Chief wanted to thank Brian Attama for getting the department setup with the system to organize and keep track of all runs. He has been a great asset to this process, he is also thankful for Floyd Meyers to be assisting in this process and helping get the run report book organized.

There is a Type 1 Engine from Sparks Fire that is in very good condition and being sold for \$12,000, it would be a great piece of apparatus to replace that engine at station 2. The engine at station 2 is a 1986 and this Type 1 is a 2007. It is completely operational, the only thing that needs to be addressed is some valves to be replaced. The reason Sparks Fire is selling the Engine is due to them not being able to build the fire house that had been priorly approved, it is now an engine that is just sitting. BFD will be able to sell the 1986 Engine, a set price hasn't been set, however BFD thinks it can be sold for a minimum of \$10,000. Daniel S. proposes that the Board offer the Chief to Purchase the Type 1 Engine. John Randall **motioned to approve the purchase Daniel G seconded.** Daniel S. – yes, Denisece – absent, John – yes, Gay – yes, and Daniel G. – yes. All in favor, **motion passed without objection.**

Chief has found a government surplus Water Tender in Texas that if BFD does use for a span of one year, BFD gets to keep the tender no charge. BFD will need to cover the fees of transport from Texas to the station in Beckwourth. Chief has also found a Water Tender through Forest Service that would be on loan to BFD. In this instance Forest Service could ask for it back at any time. Daniel S. **motions to approve the purchase of both Water Tender**, Gay seconds. Daniel S. – yes, Denise – absent, John – yes, Gay – yes, and Daniel G. – yes. All in favor, **motion passed without objection.**

9. **Secretary's Report:** Patty received a letter from the Accountant/CPA that does the Audits for BFD, Robert Johnson has passed away and the company will no longer be able to perform our audits. Mercadez in the public mentioned two accountants in Plumas County that may be able to help BFD. John Reynold had heard that Robert Johnson's daughter may be still doing certain company Audits and he would be willing to help BFD look into this further. Daniel S. has requested that Patty and the new Administrative Assistant work on an RFP (request for Proposal) for a new Auditor.
10. **Discussion and Possible Action: Board vote to approve 2021-22 Unsecured District Special Assessment Resolution 2021-04:** Patty has provided handouts of the resolution. This resolution goes over the property taxes for the next year of what BFD is charging each owner for Fire Protection. The county allows BFD to add these to the annually county taxes and charges 2.50 for each parcel, BFD is okay with the charge as these fees get paid with the county taxes instead of BFD having to hunt down these fees. A **motion was made to approve moving forward with the contract** by Gay Miller, John seconded. Daniel – yes, Denise – yes, Dwight – yes, Gay – yes, John – yes. All approved, **motion passed without objection.**
11. **Discussion and Possible Action: Board vote to approve 2021-2022 Secured District Special Assessment:** Patty provided handouts for this on as well. These work the exact same way as the unsecured taxes. A motion was made to approve moving forward with the contract by Daniel S., Gay seconded. Daniel – yes, Denise – yes, Dwight – yes, Gay – yes, John – yes. All approved, **motion passed without objection.**
12. **Discussion and Possible Action:** Administrative Assistant Position recruitment update. Daniel S., Patty and Chief held interviews on August 4th, they all had a unanimous vote and hired Mercadez Flewell. She starts August 6th, 2021. Daniel S. also went over the position briefly, the assistant handles may clerical/accountant/etc. things for the department and the board may eventually be looking into hiring another part-time Administrative Assistant to assist with the job.
13. **Discussion and Possible Action:** Moving the monthly Board Meeting to the 4th Wednesday of each month. Pat Morton let the Board know that the 2nd and 4th Wednesday of each month City of Portola hold their city council meeting and the City council personnel would be unable to come and sit in the Board meeting. Daniel S. said we will table this discussion for the next board meeting.
14. **Discussion and Possible Action:** Cal Card credit card for department. Patty has been looking into a different credit card for the department as the current one BFD has, with BFD working directly with Plumas County as the county pay bills, BFD keeps running into late fees and late charges. The CalCard is a 45-day payment and has no fees. With the CalCard there are many other benefits that it would open for BFD. Quincy Fire Department has just switched over and Patty would like to investigate this more as the late fees and interest charges are getting out of hand. Daniel S. **motions to approve the CalCard purchase**, Daniel G. seconds. Daniel S., Gay seconded. Daniel – yes, Denise – yes, Dwight – yes, Gay – yes, John – yes. All approved, **motion passed without objection.**
15. **Discussion and Possible Action:** QuickBooks setup and conversion. Daniel S. goes over that this process has been started for about four months now, BFD has purchased the software, it is downloaded and is ready for setup. The point of switching to QuickBooks is so that BFD will be doing their own billing, payroll, and accounting. BFD needs the proper setup and training prior to being able to switch as well as connect with the county on what exactly we will need to separate from the county. Daniel S. has spoken with Susan Scarlett, who works with the City of Portola, on seeing if she would be willing to help BFD get QuickBooks setup. BFD has a meeting with her Wednesday the August 11th to get a full run down on what Susan can assist BFD with.
16. **Update of:** Auxiliary group activities. Debbie Hiatt spoke about this during public comment as she had to leave the meeting early. John Reynolds did attend the board meeting and Daniel S. notified everyone that there is a Firewise event on the 9th of August. John had mentioned that this Firewise event has been something in the works for a very long time and everyone is excited it is finally happening. There will be tickets sold at the dinner and on the following morning they will announce he winners of the prizes. John Reynolds invited BFD so that they can discuss the consolidation project. All the internal stuff has been issued and gone out. Within the week BFD should be getting back RFP's. BFD will then be able to educate the people on the process and what will come of the consolidation. Daniel S. let John know it is extremely generous to have invited BFD.

17. **Update of:** LESSG Consolidation Project. Daniel S. mentioned there isn't much of an update, he talks to the board a lot about the consolidation when he hears anything. The RFPs are due on the 16th, this will help BFD hire someone with the feasibility study. The board Authorized \$20,000 contribution from BFD, City of Portola will offer \$20,000 and Gold Mountain will offer \$15,000. These fees are due now. BFD will try to hire a consultant for the Feasibility study depending on what happens with this process.
18. **Update of:** Portola City Council Liaison Monthly Report. No report.
19. **Update of:** Report on Coronavirus. Chief let everyone know that the responding policy is still in place. That is the only update.
20. **Update of:** Report on water use from Grizzly Ranch. Patty let everyone know that for the month of July the usage was 7,000 gallons. The reason it was so high was due to the Beckwourth Fire Complex. BFD has not reported to Grizzly Ranch yet.
21. **Division Chiefs' Report:** Bruce would like to know an exact breakdown of where funds go from Fires that the department works on (Beckwourth Complex). He also mentioned that weekends are very chaotic, there are many things that need to be addressed with the chief on Monday however Mondays are just as busy, Bruce is wondering if there is any way to set some time to the side so that personnel can address things with Chief. The Forest Service is trying to move the 2hrs of no pay to 12hrs of no pay. There is a contract that goes on in many areas where vegetation fires are subject to happen and Volunteer/Paid Departments respond on scene. There will not be a very good outcome in responding to situations of this nature if this does go into effect.
22. **Battalion Chiefs' Report: No Report.**
23. **Safety Officer's Report: No Report.**
24. **Directors Reports:** John Randall has stepped down as a Board Member. He and his wife will be moving out of the area and selling their home. He has enjoyed his brief tour as a Board Member. Brue thanked him so his tour and help on the Board. Daniel S. will be hosting a going away party.
25. **Old Business: None.**
26. **New Business: NEXT MEETING DATE: October 21, 2021, at 6:30 p.m.**
27. **Adjournment:** Daniel S. adjourned the meeting at 8:06 p.m.

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 **August 5, 2021**, ARE CORRECT AS RECORDED.

Mercadez Flewell, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for August 20, 2020.

Daniel Smith: _____ Date: _____

Denisce Downs: _____ Date: _____

Gay Miller: _____ Date: _____

John Randall: _____ Date: _____

Daniel Greenwood: _____ Dater: _____