



# Beckwourth Fire District

Phone: Station 1 (530) 832-1008

Fax: (530) 832-5828

E-mail: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Web: [www.beckwourthfire.com](http://www.beckwourthfire.com)

180 Main St. Beckwourth, CA 96129

## AGENDA

FOR THE BOARD MEETING OF THE **BECKWOURTH FIRE DISTRICT**  
TO BE HELD ON **Wednesday January 18, 2023, at 6:30 PM** AT THE BECKWOURTH FIRE HALL  
LOCATED AT 180 MAIN STREET, BECKWOURTH, CA

### COUNCIL MEMBERS ATTENDING VIA TELECONFERENCE AS PERMITTED BY CALIFORNIA LAW.

**BOARD MEMBERS:** Larry Smith, Daniel Greenwood, Alyson Ceresola, Gay Miller, and Tyler McGarr

*The Board reserves the right to address items out of order as they are listed on the Agenda.*

The Board of Directors meeting is accessible to the public via Zoom at:

<https://us02web.zoom.us/j/86818170713?pwd=K083VUMyaTJhSjl6bVNQWmU2RXpldz09> or by telephone at: Phone Number 1-408-638-0968; Meeting ID: 868 1817 0713 Passcode: 855003

1. Call Meeting to Order
  - A. Roll Call
  - B. The Pledge of Allegiance
  - C. Opening remarks
2. **PUBLIC COMMENT:** Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 5 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting.
3. **CONSENT AGENDA:** These items are expected to be routine and non-controversial. The Board of Directors will act upon them at one time without discussion. Any board members, staff member or interested party may request that an item be removed from the consent agenda for discussion.
  - A. Approval of Minutes for the Board Meetings held on November 16, 2022
  - B. Approval of Account Revenues, Expenditures, Balance Sheet, Budget vs. Actual Reports for the Months of November, December 2022, (no BOD Meeting in December 2022).
4. **DEPARTMENT STAFF REPORTS:** Updates from the Fire Chief, Secretary, Duty Officers, Safety Committee, Equipment Committee, Training Committee, Auxiliary team and others as necessary. Topics include a report on calls for service, update on department status including training, personnel, and equipment. Report on safety issues and any further updates to keep the board informed on Department activities and any administrative updates for the Board as necessary.

**CHIEF'S REPORT:**

**SECRETARY'S REPORT:**

**DEPARTMENT STAFF REPORT:**

5. **DIRECTORS REPORTS:** Reports from Directors on meetings or seminars attended.

ISO Class 4/6

*"The Beckwourth Fire District is committed to the protection of life and property, using as our model, safety, teamwork, continued education and training."*



# Beckwourth Fire District

Phone: Station 1 (530) 832-1008

Fax: (530) 832-5828

E-mail: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Web: [www.beckwourthfire.com](http://www.beckwourthfire.com)

180 Main St. Beckwourth, CA 96129

6. **Update:** Beckwourth Fire Contract for Forest Service
7. **Update:** Administrative Policies and Procedures – Lexipol Update. Resolution to Accept the Policies and Procedures of the District will be presented at the February 2023 BOD Meeting.
8. **Update:** Cal Fire grant approved for communication devices.
9. **Update:** LESSG Consolidation Project.
10. **Update:** New Signed Contact with Gold Mountain effective 1/1/2023
11. **Update:** Surplus Military Grade Generators
12. **Update:** Portola City Council Liaison monthly report.
13. **Update:** Report on water use from Grizzly Ranch.
14. **Discussion and Possible Action:** Nomination and election of officers per BFPD Bylaws: Chairman and Vice Chairman
15. **Discussion and Possible Action:** Board of Directors Scheduled Monthly Meetings 2023
16. **Discussion and Possible Action:** RFP to be submitted to Johnson Accountancy for FY 2022, 2023 Term of Contract 2023 through 2025
17. **OLD BUSINESS:**
18. **NEW BUSINESS:** NEXT MEETING DATE: **Wednesday February 15, 2023, at 6:30 p.m.**
19. **Future Agenda Items:**

Note: Public is welcome to pick up a complete board meeting package for review before the meeting. The package will be available at Station 1, 180 Main St., Beckwourth on the Monday thru Wednesday before the scheduled meeting between the hours of 10:00 a.m. to 2:00 p.m. This information is also available at the BFD's website, [www.beckwourthfire.com](http://www.beckwourthfire.com). In compliance with the American Disabilities Act (ADA), the district will make every reasonable attempt to accommodate any attendee or participant at this meeting needing special assistance beyond what is normally provided. Please contact Beckwourth Fire District at 530-832-1008 at least 48 hours prior to this meeting to inform us of your particular needs. Beckwourth Fire District will determine if your particular needs can be accommodated. Individuals with impaired hearing and/or speech impediments may dial 1-800-806-1191 to reach the Commission.

## Minutes for November 16, 2022

### Beckwourth Fire District

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.

1. **Call Meeting to Order:** Board Meeting called to order at 6:30 PM by Larry Smith.
  - A. **Roll Call Roll Call:**  
**Board Members:** Larry Smith – here, Daniel Greenwood – here, Alyson Ceresola – here, Gay Miller – here and Tyler McGarr – here. **Board Secretary:** Carol Logan – here, **Fire Chief:** Bret Russell - here, **Deputy Chief:** Kenny Osborn – via teleconference. **Administrative Captain -** John Fatheree via teleconference **Safety Officer:** Absent, **Division Chief:** Absent, **BFD members:** Scott Thompson.
  - B. **The Pledge of Allegiance:** Led by Larry Smith
  - C. **Opening remarks:** None.
2. **PUBLIC COMMENT:** Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 5 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matter brought up under public comments for appropriate action at a future meeting. One comment that the Halloween Fundraiser was wonderful, and the tacos were great.
3. **CONSENT AGENDA:** These items are expected to be routine and non-controversial. The Board of Directors will act upon them at one time without discussion. Any board members, staff member or interested party may request that an item be removed from the consent agenda for discussion.
  - A. **Approval of Minutes for the Board Meetings held on October 19, 2022:** There were several minor corrections on the October 19, 2022, minutes. Gay motioned to approve October 19, 2022, minutes with stated corrections; Alyson seconded. Motioned passed.
  - B. **Approval of Account Revenue, Expenditures, and Balance Sheet for September 2022:** Carol called for questions or comments on the financial reports. There were several questions on the Expenses by Vendor Detail Carol indicated that she would investigate the paid and unpaid portion of the report and this report was added to the future agenda items for her to report back with explanation. Several spelling corrections were noted to be corrected Daniel motioned to approve the October 2022 Financial Statements with stated corrections and changes. Tyler seconded and the motion passed.
4. **DEPARTMENT STAFF REPORTS:** Updates from the Fire Chief, Department Staff, Safety Committee, equipment committee, training committee and others, as necessary. Topics include a report on calls for service, update on department status including training, personnel, and equipment. Report on safety issues and any further updates to keep the board informed on Department activities and any administrative updates for the Board, as necessary.

**CHIEF'S REPORT:** Chef Russell reported that there were 36 calls for the month of October and 5 in Beckwourth and 31 in Portola. The year-to-date total is 329. He reported out on the Halloween Fundraiser and thanked everyone. The net revenue was \$444.18 which goes into a separate account for the firefighters. He indicated that The BFPD Fire Training was held November 12&13, 2022, at the Regional Public Safety Training Center in Reno Nevada. There were several cancellations due to a shortage in staffing. He gave an update on the Lexipol Policy and Procedure Manual being created by Lexipol. He was encouraged that the P & P were based on Federal, State, and best practices which will be tailored specifically to BFPD. He discussed the annual BFPD Christmas event. He called for questions or comments. There were none.

**DEPUTY CHIEF'S REPORT:** Deputy Chief Ken Osburn reported on the BFPD vehicle that was hit at Southside Station. The insurance has rendered the vehicle totaled. He is working with the insurance companies to ensure that the correct value including needed components for a BFPD vehicle are included. He will keep Chief Russell apprised of the progress of this insurance claim. He asked for questions or comments. There were none.

#### **SECRETARY'S REPORT:**

- a. PSREC Increase
- b. BB & K increase
- c. Resolution #2008-06 is signed and will be filed
- d. Johnson Accountancy will consider the BFPD RFP for Audits to be done every 2 years.
- e. BFPD will be responsible for filing the annual California State Controller's Office Financial Transaction Report.
- f. BFPD received the check from Plumas County. It was deposited into Plumas Bank Checking account on 11/9/2022. BFPD is waiting for detail from Plumas County as how to post into QuickBooks.

**DEPARTMENT STAFF REPORT: NONE.**

5. **DIRECTORS REPORTS:** One comment was made about the Plumas County missing tax assessments for fire protection on all the resident's property tax bills. Hopefully Plumas County has corrected the problem and will be sending out additional property tax bills to include BFPD.
6. **Update: Lexipol Administrative Policies and Procedures:** Larry indicated this was covered under Chief Bret's Report.
7. **Update: Cal Fire Grant Approved for communication devices.** Administrative Captain John Fatheree reported on the status of the Invoice that is due on 6-30-2022. He indicated that the purchases are for 6 radios and 6 portable radios. BFPD will be reimbursed 50%. He called for questions or comments. There were none.
8. **Update: LESSG Consolidation Project.** Cary Curtis reported out and provided the progress indicating the two final steps. 1) The PR consultant's recommendations for the professional effort to be made on the community outreach. 2). Final request for funds. Discussion was held.
9. **Discussion and Possible Action:** Request for Additional Funding for LESSG Consolidation Project. Cary Curtis communicated to the BOD what the final funds that would be needed to complete this LESSG project. Discussion was held. It would not be a budgeted item. Larry called for a motion to approve \$15,000.00 additional funding to the LESSG Project. Gay made the motion, Alyson seconded the motion and the motion passed unanimously with a roll call vote. Larry opened the meeting for any public comments. There were none.
10. **Update: Surplus Military Grade Generators:** Deputy Chief Kenny Osburn reported an update to the repair and sale of one military grade generator. He indicated one generator has been repaired and ready for auction. Discussion was held. It was decided to do an on-line sale with a limit of \$400.00 for total advertising costs. He will keep Chief Russell apprised of the outcome.
11. **Update of: Portola City Council Monthly Reports** Pat Morton from the City of Portola spoke about the upcoming Christmas parade on 12/3/2022 and that Santa Clause would be there. Chamber of Commerce doing the festivities in the parking lot next to the Christmas tree lighting.
12. **Update of: Report on water use from Grizzly Ranch:** Bret reported 1500 gallons for the month of September
13. **OLD BUSINESS:** None
14. **NEW BUSINESS: NEXT MEETING DATE: Wednesday January 18,2023, at 6:30 p.m.**
15. **FUTURE AGENDA ITEMS:**
  - a. Generators
  - b. Gold Mountain Contract
  - c. Lexipol Resolution 2022-05
  - d. RFP for Audit services
  - e. Update on Expense Report
  - f. BOD meeting Schedule for 2023 and Discussion on Meeting Time.
16. **Adjournment of Meeting:** Larry adjourned the meeting at 7:35 p.m.

I, CAROL LOGAN, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID BOARD MEETING OF THE BECKWOURTH FIRE DISTRICT HELD ON October 19, 2022, ARE CORRECT AS SUBMITTED

---

Carol Logan: Secretary of the Board

Date:

---

Larry Smith: Chairman as APPROVED

Date:

---

Daniel Greenwood, Vice Chairman as APPROVED

Date:

Beckwourth Fire District  
**Balance Sheet**  
As of December 31, 2022

|   | Dec 31, 22        |
|---|-------------------|
| <b>ASSETS</b>                           |                   |
| <b>Current Assets</b>                   |                   |
| Checking/Savings                        |                   |
| 10000 · Cash in Plumas Bank 1605        | 69,103.64         |
| 10100 · Cash in Plumas Savings 3672     | 510,450.51        |
| 10200 · Cash Auxillary Plumas Bank 6070 | 1,257.39          |
| Total Checking/Savings                  | 580,811.54        |
| Accounts Receivable                     |                   |
| 11000 · Accounts Receivable             | 837.50            |
| Total Accounts Receivable               | 837.50            |
| Total Current Assets                    | 581,649.04        |
| <b>Fixed Assets</b>                     |                   |
| 15000 · Station 1 - Beckwourth          |                   |
| 15003 · Equipment                       | 13,650.00         |
| Total 15000 · Station 1 - Beckwourth    | 13,650.00         |
| 54085 · Medical Equipment               | 2,798.19          |
| 54200 · Radio                           | 4,596.79          |
| 54450 · Fire Station                    | 1,877.50          |
| 54670 · Fire Truck                      | 35,533.23         |
| 54680 · Fire Equipment                  | 21,021.06         |
| Total Fixed Assets                      | 79,476.77         |
| <b>TOTAL ASSETS</b>                     | <b>661,125.81</b> |
| <b>LIABILITIES &amp; EQUITY</b>         |                   |
| <b>Liabilities</b>                      |                   |
| <b>Current Liabilities</b>              |                   |
| Accounts Payable                        |                   |
| 20000 · Accounts Payable                | 3,046.08          |
| Total Accounts Payable                  | 3,046.08          |
| Credit Cards                            |                   |
| 27000 · CALCARD Visa                    | 9,630.89          |
| Total Credit Cards                      | 9,630.89          |
| Other Current Liabilities               |                   |
| 21000 · Accrued Payroll                 | 4,830.00          |
| Total Other Current Liabilities         | 4,830.00          |
| Total Current Liabilities               | 17,506.97         |
| Total Liabilities                       | 17,506.97         |
| <b>Equity</b>                           |                   |
| 30000 · Opening Balance Equity          | 737.39            |
| 32000 · Retained Earnings               | 224,915.40        |
| 32001 · Unassigned Fund balance         | 286,103.00        |
| 32002 · Committed Fund balance          | 44,958.00         |
| 35000 · Suspense                        | 122,110.81        |
| Net Income                              | -35,205.76        |
| Total Equity                            | 643,618.84        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b>661,125.81</b> |



10:26 AM

01/11/23

Accrual Basis

# Beckwourth Fire District

## Profit & Loss Budget vs. Actual

### July through December 2022

|   | Jul - Dec 22      | Budget            | \$ Over Budget     | % of Budget   |
|---|-------------------|-------------------|--------------------|---------------|
| <b>Income</b>                                 |                   |                   |                    |               |
| <b>Other Revenue</b>                          |                   |                   |                    |               |
| 43010 · Interest-Invested Funds               | 298.69            | 0.00              | 298.69             | 100.0%        |
| 44230 · State Homeowners Prop. Tax            | 0.00              | 221.06            | -221.06            | 0.0%          |
| 44290 · State - Other                         | 0.00              | 5,300.50          | -5,300.50          | 0.0%          |
| 44423 · Fed. FEMA Strike Team \$              | 401,569.17        |                   |                    |               |
| 44520 · Federal - FS Grizzly Rent             | 0.00              | 5,400.00          | -5,400.00          | 0.0%          |
| 45071 · Contract Fire Protection              |                   |                   |                    |               |
| City of Portola                               | 0.00              | 78,723.93         | -78,723.93         | 0.0%          |
| Grizzly Creek                                 | 0.00              | 14,787.71         | -14,787.71         | 0.0%          |
| 45071 · Contract Fire Protection - Other      | 43,004.26         | 93,511.64         | -50,507.38         | 46.0%         |
| <b>Total 45071 · Contract Fire Protection</b> | <b>43,004.26</b>  | <b>187,023.28</b> | <b>-144,019.02</b> | <b>23.0%</b>  |
| 45074 · Miscellaneous Fees                    | 10.00             | 0.00              | 10.00              | 100.0%        |
| 45475 · Training Classes                      | 987.50            | 500.00            | 487.50             | 197.5%        |
| 46060 · Other Miscellaneous                   | 50.00             | 2,500.00          | -2,450.00          | 2.0%          |
| 46239 · Donations                             | 7,150.00          | 2,500.00          | 4,650.00           | 286.0%        |
| 46251 · Reimbursements / Refunds              | 18,292.97         | 0.00              | 18,292.97          | 100.0%        |
| 46622 · MVA / Fire Recovery                   | 0.00              | 0.00              | 0.00               | 0.0%          |
| <b>Total Other Revenue</b>                    | <b>471,362.59</b> | <b>203,444.84</b> | <b>267,917.75</b>  | <b>231.7%</b> |
| <b>Tax Revenue</b>                            |                   |                   |                    |               |
| 40010 · Current Secured Taxes                 | 77,781.81         | 71,208.89         | 6,572.92           | 109.2%        |
| 40020 · Current Unsecured Taxes               | 3,834.36          | 3,437.72          | 396.64             | 111.5%        |
| 40040 · Prior Unsecured Taxes                 | 3,827.58          | 34.93             | 3,792.65           | 10,957.9%     |
| 40060 · Interest Plumas Tax Collector         | 293.95            |                   |                    |               |
| 40070 · Timber Yield Tax                      | 4.78              | 2.26              | 2.52               | 211.5%        |
| 40130 · Supplemental Taxes                    | 950.29            | 887.58            | 62.71              | 107.1%        |
| 40150 · Special Assessments                   | 0.00              | 95,978.39         | -95,978.39         | 0.0%          |
| <b>Total Tax Revenue</b>                      | <b>86,692.77</b>  | <b>171,549.77</b> | <b>-84,857.00</b>  | <b>50.5%</b>  |
| <b>Total Income</b>                           | <b>558,055.36</b> | <b>374,994.61</b> | <b>183,060.75</b>  | <b>148.8%</b> |
| <b>Expense</b>                                |                   |                   |                    |               |
| <b>Salaries &amp; Benefits</b>                |                   |                   |                    |               |
| 51000 · Regular Wages                         | 62,842.50         | 87,210.00         | -24,367.50         | 72.1%         |
| 51020 · Other Wages                           | 0.00              | 28,560.00         | -28,560.00         | 0.0%          |
| 51070 · Unemployment Insurance                | 0.00              | 0.00              | 0.00               | 0.0%          |
| 51090 · Group Insurance                       | 0.00              | 0.00              | 0.00               | 0.0%          |
| 51100 · FICA / Medicare OASDI                 | 0.00              | 14,443.20         | -14,443.20         | 0.0%          |
| 51110 · Compensation Insurance                | 0.00              | 21,391.00         | -21,391.00         | 0.0%          |
| 51140 · Clerical                              | 0.00              | 20,236.80         | -20,236.80         | 0.0%          |
| <b>Total Salaries &amp; Benefits</b>          | <b>62,842.50</b>  | <b>171,841.00</b> | <b>-108,998.50</b> | <b>36.6%</b>  |
| <b>VOID</b>                                   | <b>0.00</b>       |                   |                    |               |
| 52005 · Bank charges                          | 76.00             |                   |                    |               |
| 52010 · Clothing - Personal Supply            | 8,012.21          | 3,000.00          | 5,012.21           | 267.1%        |
| 52011 · Clothing - Wildlands / Shelters       | 742.13            | 4,000.00          | -3,257.87          | 18.6%         |
| 52020 · Communications                        | 2,074.80          | 3,000.00          | -925.20            | 69.2%         |
| 52040 · Household Expense                     | 576.46            | 550.00            | 26.46              | 104.8%        |
| 52050 · Insurance                             | 45,664.00         | 24,647.00         | 21,017.00          | 185.3%        |

10:26 AM

01/11/23

Accrual Basis

**Beckwourth Fire District**  
**Profit & Loss Budget vs. Actual**  
**July through December 2022**

|                                       | Jul - Dec 22      | Budget            | \$ Over Budget     | % of Budget   |
|---------------------------------------|-------------------|-------------------|--------------------|---------------|
| 52090 · Maintenance - Equipment       | 1,133.89          | 2,500.00          | -1,366.11          | 45.4%         |
| 52092 · Maintenance - Trucks          | 15,155.25         | 10,000.00         | 5,155.25           | 151.6%        |
| 52095 · Repair - Safety Equipment     | 975.09            | 500.00            | 475.09             | 195.0%        |
| 52110 · Vehicle Fuel                  | 9,904.06          | 12,000.00         | -2,095.94          | 82.5%         |
| 52124 · Tools and Equipment           | 401,143.29        | 2,000.00          | 399,143.29         | 20,057.2%     |
| 52130 · Maintenance - Bldg & Grounds  | 11,011.50         | 10,000.00         | 1,011.50           | 110.1%        |
| 52140 · Snow Removal                  | 92.82             | 2,400.00          | -2,307.18          | 3.9%          |
| 52160 · Memberships                   | 2,587.00          | 2,500.00          | 87.00              | 103.5%        |
| 52170 · Miscellaneous Expenses        | 1,013.88          | 1,500.00          | -486.12            | 67.6%         |
| 52180 · Office Expenses               | 2,344.03          | 4,600.00          | -2,255.97          | 51.0%         |
| 52190 · Professional Services         | 3,740.85          | 5,900.00          | -2,159.15          | 63.4%         |
| 52320 · Strike Team Services          | 514.96            | 0.00              | 514.96             | 100.0%        |
| 52373 · Lease Purchase                | 0.00              | 0.00              | 0.00               | 0.0%          |
| 52440 · Special Department Expenses   | 165.00            | 0.00              | 165.00             | 100.0%        |
| 52550 · Spec. Dept. Tax Admin. Fee    | 0.00              | 0.00              | 0.00               | 0.0%          |
| 52560 · Plumas County Property Tax    | 1,947.86          |                   |                    |               |
| 52574 · Spec. Dept. Fire Prevention   | 0.00              | 100.00            | -100.00            | 0.0%          |
| 52700 · Spec. Dept. Training          | 4,837.10          | 3,500.00          | 1,337.10           | 138.2%        |
| 52710 · Spec. Dept. Medical Supplies  | 3,503.96          | 2,500.00          | 1,003.96           | 140.2%        |
| 52740 · Travel - Routine              |                   |                   |                    |               |
| 52745 · Meetings/Meals                | 315.76            |                   |                    |               |
| 52740 · Travel - Routine - Other      | 0.00              | 0.00              | 0.00               | 0.0%          |
| <b>Total 52740 · Travel - Routine</b> | <b>315.76</b>     | <b>0.00</b>       | <b>315.76</b>      | <b>100.0%</b> |
| 52750 · Travel - Special              | 0.00              | 1,250.00          | -1,250.00          | 0.0%          |
| 52780 · Utilities                     | 4,459.56          | 10,000.00         | -5,540.44          | 44.6%         |
| 52840 · Contingencies                 | 0.00              | 0.00              | 0.00               | 0.0%          |
| 52960 · Fire Calls                    | 0.00              | 0.00              | 0.00               | 0.0%          |
| 66000 · Payroll Expenses              | 4,925.14          |                   |                    |               |
| 66900 · Reconciliation Discrepancies  | 3,502.02          |                   |                    |               |
| <b>Total Expense</b>                  | <b>593,261.12</b> | <b>278,288.00</b> | <b>314,973.12</b>  | <b>213.2%</b> |
| <b>Net Income</b>                     | <b>-35,205.76</b> | <b>96,706.61</b>  | <b>-131,912.37</b> | <b>-36.4%</b> |

10:24 AM

01/11/23

Accrual Basis

**Beckwourth Fire District**  
**Total Month Revenue and Expense**  
 November through December 2022

|                                       | Nov 22           | Dec 22            | TOTAL            |
|---------------------------------------|------------------|-------------------|------------------|
| <b>Income</b>                         |                  |                   |                  |
| <b>Other Revenue</b>                  |                  |                   |                  |
| 43010 · Interest-Invested Funds       | 52.85            | 65.03             | 117.88           |
| 45074 · Miscellaneous Fees            | 10.00            | 0.00              | 10.00            |
| 45475 · Training Classes              | 0.00             | 787.50            | 787.50           |
| 46060 · Other Miscellaneous           | 0.00             | 50.00             | 50.00            |
| 46239 · Donations                     | 1,120.00         | 0.00              | 1,120.00         |
| 46251 · Reimbursements / Refunds      | 10,333.47        | 0.00              | 10,333.47        |
| <b>Total Other Revenue</b>            | <b>11,516.32</b> | <b>902.53</b>     | <b>12,418.85</b> |
| <b>Tax Revenue</b>                    |                  |                   |                  |
| 40010 · Current Secured Taxes         | 77,781.81        | 0.00              | 77,781.81        |
| 40020 · Current Unsecured Taxes       | 3,834.36         | 0.00              | 3,834.36         |
| 40040 · Prior Unsecured Taxes         | 3,827.58         | 0.00              | 3,827.58         |
| 40060 · Interest Plumas Tax Collector | 293.95           | 0.00              | 293.95           |
| 40070 · Timber Yield Tax              | 4.78             | 0.00              | 4.78             |
| 40130 · Supplemental Taxes            | 950.29           | 0.00              | 950.29           |
| <b>Total Tax Revenue</b>              | <b>86,692.77</b> | <b>0.00</b>       | <b>86,692.77</b> |
| <b>Total Income</b>                   | <b>98,209.09</b> | <b>902.53</b>     | <b>99,111.62</b> |
| <b>Expense</b>                        |                  |                   |                  |
| <b>Salaries &amp; Benefits</b>        |                  |                   |                  |
| 51000 · Regular Wages                 | 8,852.41         | 10,908.92         | 19,761.33        |
| <b>Total Salaries &amp; Benefits</b>  | <b>8,852.41</b>  | <b>10,908.92</b>  | <b>19,761.33</b> |
| <b>VOID</b>                           | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>      |
| 52005 · Bank charges                  | 0.00             | 30.00             | 30.00            |
| 52010 · Clothing - Personal Supply    | 1,949.54         | 4,517.12          | 6,466.66         |
| 52020 · Communications                | 667.16           | 215.76            | 882.92           |
| 52092 · Maintenance - Trucks          | 4,651.22         | 1,522.12          | 6,173.34         |
| 52110 · Vehicle Fuel                  | 1,673.76         | 1,402.69          | 3,076.45         |
| 52124 · Tools and Equipment           | 193.48           | 31.62             | 225.10           |
| 52130 · Maintenance - Bldg & Grounds  | 95.16            | 165.27            | 260.43           |
| 52140 · Snow Removal                  | 0.00             | 92.82             | 92.82            |
| 52180 · Office Expenses               | 382.21           | 851.04            | 1,233.25         |
| 52190 · Professional Services         | 1,860.00         | 0.00              | 1,860.00         |
| 52440 · Special Department Expenses   | 165.00           | 0.00              | 165.00           |
| 52560 · Plumas County Property Tax    | 1,947.86         | 0.00              | 1,947.86         |
| 52700 · Spec. Dept. Training          | 3,583.99         | 1,050.00          | 4,633.99         |
| 52710 · Spec. Dept. Medical Supplies  | 1,678.26         | 0.00              | 1,678.26         |
| 52740 · Travel - Routine              |                  |                   |                  |
| 52745 · Meetings/Meals                | 0.00             | 315.76            | 315.76           |
| <b>Total 52740 · Travel - Routine</b> | <b>0.00</b>      | <b>315.76</b>     | <b>315.76</b>    |
| 52780 · Utilities                     | 840.32           | 1,846.72          | 2,687.04         |
| 66000 · Payroll Expenses              | 682.87           | 845.03            | 1,527.90         |
| 66900 · Reconciliation Discrepancies  | 0.00             | 1,197.28          | 1,197.28         |
| <b>Total Expense</b>                  | <b>29,223.24</b> | <b>24,992.15</b>  | <b>54,215.39</b> |
| <b>Net Income</b>                     | <b>68,985.85</b> | <b>-24,089.62</b> | <b>44,896.23</b> |



9:33 AM

01/11/23

Accrual Basis

# Beckwourth Fire District Expenses by Vendor Detail

November through December 2022

| Type   | Date       | Num      | Memo                                       | Account                 | Amount     |
|--|------------|----------|--|-------------------------|------------|
| <b>10252022Crescent Tow</b>                    |            |          |  |                         |            |
| Credit Card Charge                             | 12/06/2022 | 084461   | tow of wrecked vehicle to be reimbursed... | 52092 · Maintenanc...   | 578.00     |
| Total 10252022Crescent Tow                     |            |          |  |                         | 578.00     |
| <b>AlphaCard</b>                               |            |          |  |                         |            |
| Credit Card Charge                             | 12/08/2022 | CC69...  | label maker software for badges            | 52180 · Office Expe...  | 180.00     |
| Total AlphaCard                                |            |          |  |                         | 180.00     |
| <b>Amazon</b>                                  |            |          |  |                         |            |
| Credit Card Charge                             | 11/03/2022 | 35674... | Packaging Tape                             | 52180 · Office Expe...  | 24.56      |
| Credit Card Charge                             | 11/09/2022 | 28922... | Compressed air for equipment               | 52180 · Office Expe...  | 37.53      |
| Credit Card Charge                             | 11/10/2022 | 18866... | invoice/ bill envelopes                    | 52180 · Office Expe...  | 31.08      |
| Total Amazon                                   |            |          |  |                         | 93.17      |
| <b>AT&amp;T Calnet 3</b>                       |            |          |  |                         |            |
| Bill   | 11/12/2022 | 00001... | 10/12/22-11/11/22                          | 52020 · Communica...    | 85.86      |
| Bill   | 12/12/2022 | 00001... | 11/12/22-12/1/2022                         | 52020 · Communica...    | 94.47      |
| Total AT&T Calnet 3                            |            |          |  |                         | 180.33     |
| <b>Beckwourth CSA</b>                          |            |          |  |                         |            |
| Bill   | 11/25/2022 | Nova...  | November 2022                              | 52780 · Utilities       | 44.50      |
| Bill   | 12/25/2022 | Dece...  | December 2022 Sewer Charges                | 52780 · Utilities       | 0.00       |
| Total Beckwourth CSA                           |            |          |  |                         | 44.50      |
| <b>Branded Screen Printing</b>                 |            |          |  |                         |            |
| Credit Card Charge                             | 12/13/2022 | 004928   | shirts for firefighters                    | 52010 · Clothing - P... | 4,517.12   |
| Total Branded Screen Printing                  |            |          |  |                         | 4,517.12   |
| <b>Bullet Information Technology Solutions</b> |            |          |  |                         |            |
| Bill   | 11/26/2022 | 20220... | Change passwords secure desktop, rem...    | 52020 · Communica...    | 420.00     |
| Total Bullet Information Technology Solutions  |            |          |  |                         | 420.00     |
| <b>Carol Logan</b>                             |            |          |  |                         |            |
| Bill   | 11/18/2022 | 116      | Accounting services 10/7/2022-11/17/20...  | 52190 · Professiona...  | 1,860.00   |
| Total Carol Logan                              |            |          |  |                         | 1,860.00   |
| <b>Clark Pest Control</b>                      |            |          |  |                         |            |
| Bill   | 12/02/2022 | 32382... | Station # 1 Beckwourth                     | 52130 · Maintenanc...   | 92.00      |
| Total Clark Pest Control                       |            |          |  |                         | 92.00      |
| <b>Coffee Bar Reno</b>                         |            |          |  |                         |            |
| Credit Card Charge                             | 11/12/2022 | 013964   | Fire Training Reno 11/12-13/2022           | 52700 · Spec. Dept. ... | 57.27      |
| Total Coffee Bar Reno                          |            |          |  |                         | 57.27      |
| <b>Eastern Plumas Health Care</b>              |            |          |  |                         |            |
| Credit Card Charge                             | 11/16/2022 | Russe... | Chief Reussell DOT Physical                | 52440 · Special Dep...  | 165.00     |
| Total Eastern Plumas Health Care               |            |          |  |                         | 165.00     |
| <b>Globat</b>                                  |            |          |  |                         |            |
| Credit Card Charge                             | 12/22/2022 | 48257... | Domain renewal                             | 52020 · Communica...    | 19.99      |
| Total Globat                                   |            |          |  |                         | 19.99      |
| <b>Golden State Risk Management Authority</b>  |            |          |  |                         |            |
| Deposit  | 11/29/2022 | 8226     | Insurance Reimbursement for totaled ve...  | 46251 · Reimburse...    | -10,333.47 |
| Total Golden State Risk Management Authority   |            |          |  |                         | -10,333.47 |
| <b>Greenbrae Trophy Center</b>                 |            |          |  |                         |            |
| Credit Card Charge                             | 12/17/2022 | 094563   | Awards for the Christmas Party             | 52180 · Office Expe...  | 400.00     |
| Total Greenbrae Trophy Center                  |            |          |  |                         | 400.00     |
| <b>High Sierra Gas</b>                         |            |          |  |                         |            |
| Bill   | 11/03/2022 | U0014... | 1199 Station # 1                           | 52780 · Utilities       | 267.93     |
| Bill   | 11/03/2022 | U0014... | Grizzly Rd. Fire Station                   | 52780 · Utilities       | 618.44     |
| Bill   | 11/11/2022 | 117059   | propasne for Halloween Fundraiser          | 52780 · Utilities       | 22.00      |
| Bill   | 11/23/2022 | U0014... | Beckwourth Fire Station                    | 52780 · Utilities       | 342.98     |
| Bill   | 11/30/2022 | U0325... | Grizzly Fire Station                       | 52780 · Utilities       | 520.57     |
| Credit   | 11/30/2022 | Per S... | Per STMT 11/30/2022                        | 52780 · Utilities       | -1,577.44  |
| Bill   | 12/06/2022 | U0325... | Beckwourth station                         | 52780 · Utilities       | 296.18     |
| Bill   | 12/14/2022 | U0015... |  | 52780 · Utilities       | 286.74     |
| Bill   | 12/20/2022 | U0325... | Beckwourth Stationh #1 180 Main            | 52780 · Utilities       | 246.92     |
| Bill   | 12/23/2022 | U0015... | 4076 Grizzly Rd. Grizzly Rd. Fire Station  | 52780 · Utilities       | 1,016.88   |
| Total High Sierra Gas                          |            |          |  |                         | 2,041.20   |
| <b>Hunt &amp; Sons, Inc.</b>                   |            |          |  |                         |            |
| Bill   | 11/15/2022 | 864698   |  | 52110 · Vehicle Fuel    | 955.97     |
| Bill   | 11/30/2022 | 880868   |  | 52110 · Vehicle Fuel    | 400.49     |
| Bill   | 12/15/2022 | 906188   | Card lock fuel                             | 52110 · Vehicle Fuel    | 725.66     |
| Bill   | 12/31/2022 | 928785   |  | 52110 · Vehicle Fuel    | 677.03     |
| Total Hunt & Sons, Inc.                        |            |          |  |                         | 2,759.15   |

9:33 AM

01/11/23

Accrual Basis

# Beckwourth Fire District Expenses by Vendor Detail

November through December 2022

| Type                                    | Date       | Num       | Memo   | Account                 | Amount     |
|---|------------|-----------|--|-------------------------|------------|
| <b>Intermountain Disposal, INC</b>      |            |           |  |                         |            |
| Bill                                    | 11/24/2022 | 232233    |  | 52130 · Maintenanc...   | 47.58      |
| Bill                                    | 11/30/2022 | 232674    |  | 52130 · Maintenanc...   | 47.58      |
| Bill                                    | 12/25/2022 | 234142    |  | 52130 · Maintenanc...   | 47.58      |
| Total Intermountain Disposal, INC       |            |           |  |                         | 142.74     |
| <b>KS Market</b>                        |            |           |  |                         |            |
| Credit Card Charge                      | 11/28/2022 | 003645    | fuel #9400                                   | 52110 · Vehicle Fuel    | 75.05      |
| Total KS Market                         |            |           |  |                         | 75.05      |
| <b>L.N. Curtis &amp; Sons</b>           |            |           |  |                         |            |
| Bill                                    | 11/14/2022 | IONV6...  | uniforms, gloves, pants hoods                | 52010 · Clothing - P... | 1,330.33   |
| Total L.N. Curtis & Sons                |            |           |  |                         | 1,330.33   |
| <b>Les Schwab</b>                       |            |           |  |                         |            |
| Bill                                    | 11/03/2022 | ARD 1...  | Station 1 #9423 tires                        | 52092 · Maintenanc...   | 2,127.47   |
| Bill                                    | 11/14/2022 | 71900...  | Winter Changeover Truck #9352                | 52092 · Maintenanc...   | 99.96      |
| Bill                                    | 11/15/2022 | 71900...  | Winter changeover Truck #9462 Station 1      | 52092 · Maintenanc...   | 99.96      |
| Bill                                    | 11/30/2022 | 71900...  | winter changeover #9451                      | 52092 · Maintenanc...   | 99.96      |
| Bill                                    | 11/30/2022 | 71900...  | #9461 Snow Claw                              | 52092 · Maintenanc...   | 1,417.03   |
| Bill                                    | 12/01/2022 | 71900...  | #9400 Winter Changeover                      | 52092 · Maintenanc...   | 99.96      |
| Bill                                    | 12/06/2022 | 71900...  | #9461 Station one Beckwourth wiper bla...    | 52092 · Maintenanc...   | 18.22      |
| Bill                                    | 12/12/2022 | 71900...  | #9432 Station 1 Cam Chain                    | 52092 · Maintenanc...   | 224.14     |
| Total Les Schwab                        |            |           |  |                         | 4,186.70   |
| <b>Lexipol, LLC</b>                     |            |           |  |                         |            |
| Bill                                    | 11/03/2022 |           | One time contract for Annual Fire - Admi...  | 52700 · Spec. Dept. ... | 3,416.00   |
| Total Lexipol, LLC                      |            |           |  |                         | 3,416.00   |
| <b>NAPA Sierra</b>                      |            |           |  |                         |            |
| Bill                                    | 11/07/2022 | 247292    | 9462 wipers and scrapers                     | 52092 · Maintenanc...   | 8.53       |
| Bill                                    | 11/07/2022 | 247292    | 9400 wipers and scrapers                     | 52124 · Tools and E...  | 13.43      |
| Bill                                    | 11/09/2022 | 247508    | thermostat for #9352                         | 52092 · Maintenanc...   | 14.47      |
| Bill                                    | 11/29/2022 | 248526    | Bruce Quick Fill Hose                        | 52092 · Maintenanc...   | 6.42       |
| Bill                                    | 12/06/2022 | 248895    | #9453 Grizzly Station ice blade wiper        | 52092 · Maintenanc...   | 21.44      |
| Bill                                    | 12/06/2022 | 248907    | Fw30 oil                                     | 52092 · Maintenanc...   | 11.99      |
| Bill                                    | 12/07/2022 | 249013    | 9423 vehicle lights                          | 52092 · Maintenanc...   | 77.51      |
| Bill                                    | 12/09/2022 | 249123    | #9462 front beam light                       | 52092 · Maintenanc...   | 66.54      |
| Bill                                    | 12/09/2022 | 249148    | #9423 Wiper blades                           | 52092 · Maintenanc...   | 53.20      |
| Bill                                    | 12/19/2022 | 249605    | # 9322 Threadlocker                          | 52092 · Maintenanc...   | 10.71      |
| Bill                                    | 12/22/2022 | 249842    | #9306 Oil                                    | 52092 · Maintenanc...   | 8.56       |
| Total NAPA Sierra                       |            |           |  |                         | 292.80     |
| <b>Plumas-Sierra REC</b>                |            |           |  |                         |            |
| Bill                                    | 11/15/2022 | 9/15-1... | 9/15-10/17/22                                | 52780 · Utilities       | 271.58     |
| Bill                                    | 11/30/2022 | 10/17/... | 10/17/22-11/16/22                            | 52780 · Utilities       | 329.76     |
| Total Plumas-Sierra REC                 |            |           |  |                         | 601.34     |
| <b>Plumas-Sierra Telecommunications</b> |            |           |  |                         |            |
| Bill                                    | 11/30/2022 | 12/1/2... | 12/1/2022-12/31/2022                         | 52020 · Communica...    | 60.00      |
| Total Plumas-Sierra Telecommunications  |            |           |  |                         | 60.00      |
| <b>Plumas Ace Hardware Inc</b>          |            |           |  |                         |            |
| Bill                                    | 11/06/2022 | 434322    | Bungee Cords #9306                           | 52124 · Tools and E...  | 29.94      |
| Bill                                    | 11/09/2022 | 434884    | shovels                                      | 52124 · Tools and E...  | 81.49      |
| Bill                                    | 11/22/2022 | 437136    | heaters fir bathrooms station 1, frozen w... | 52124 · Tools and E...  | 68.62      |
| Bill                                    | 12/01/2022 | 438646    | #9306 Ice Scraper                            | 52124 · Tools and E...  | 18.22      |
| Bill                                    | 12/02/2022 | 438787    | Polar Ice Melt with bucket                   | 52140 · Snow Remo...    | 92.82      |
| Bill                                    | 12/08/2022 | 439788    | 9306 lights, timer, cords staple             | 52092 · Maintenanc...   | 134.61     |
| Bill                                    | 12/09/2022 | 440011    | 9306 hooks cords timer                       | 52092 · Maintenanc...   | 34.90      |
| Bill                                    | 12/14/2022 | 440672    | #9403 Christmas decorations                  | 52130 · Maintenanc...   | 25.69      |
| Bill                                    | 12/19/2022 | 44198     | Deck Screws shop supplies                    | 52124 · Tools and E...  | 13.40      |
| Bill                                    | 12/30/2022 | 443119    | Brian Chain Link                             | 52092 · Maintenanc...   | 5.13       |
| Total Plumas Ace Hardware Inc           |            |           |  |                         | 504.82     |
| <b>Plumas Bank</b>                      |            |           |  |                         |            |
| Check                                   | 12/19/2022 | Wire ...  | Wire Transfer Fee for 2007 Chevy Tahoe       | 52005 · Bank charges    | 30.00      |
| Total Plumas Bank                       |            |           |  |                         | 30.00      |
| <b>Plumas County Tax Collector</b>      |            |           |  |                         |            |
| Deposit                                 | 11/09/2022 | 20234...  | Prior year secured                           | 40040 · Prior Unsec...  | -3,769.08  |
| Deposit                                 | 11/09/2022 | 20234...  | Prior year unsecured                         | 40040 · Prior Unsec...  | -58.50     |
| Deposit                                 | 11/09/2022 | 20234...  | timber tax yield                             | 40070 · Timber Yiel...  | -4.78      |
| Deposit                                 | 11/09/2022 | 20234...  | Sipplimental                                 | 40130 · Supplement...   | -950.29    |
| Deposit                                 | 11/09/2022 | 20234...  | current Secured                              | 40010 · Current Sec...  | -77,781.81 |
| Deposit                                 | 11/09/2022 | 20234...  | Direct current secured and Dirrect Deliq...  | 40020 · Current Uns...  | -3,834.36  |
| Deposit                                 | 11/09/2022 | 20234...  | interest earned                              | 40060 · Interest Plu... | -293.95    |
| Bill                                    | 11/14/2022 | FY202...  | 028-010-052-000 4076 Grizzly Road            | 52560 · Plumas Cou...   | 1,614.50   |
| Bill                                    | 11/14/2022 |           |  | 52560 · Plumas Cou...   | 0.00       |
| Bill                                    | 11/14/2022 | 145-F...  | 145-070-011-000 FY2022-2023 9388 Di...       | 52560 · Plumas Cou...   | 333.36     |
| Total Plumas County Tax Collector       |            |           |  |                         | -84,744.91 |

# Beckwourth Fire District Expenses by Vendor Detail

November through December 2022

| Type  | Date       | Num      | Memo  | Account                 | Amount            |
|---|------------|----------|---|-------------------------|-------------------|
| <b>Protect It</b>                               |            |          |   |                         |                   |
| Credit Card Charge                              | 11/10/2022 | 23691    | epi pens                                      | 52710 · Spec. Dept. ... | 1,678.26          |
| Total Protect It                                |            |          |   |                         | 1,678.26          |
| <b>QuickBooks Payroll Service</b>               |            |          |   |                         |                   |
| Check   | 11/09/2022 | 1-3a9... | Payroll suscription for 3 pay periods dire... | 52180 · Office Expe...  | 78.00             |
| Credit Card Charge                              | 11/26/2022 | P1-78... | QB payroll monthly per employee Fee           | 52180 · Office Expe...  | 40.00             |
| Credit Card Charge                              | 12/26/2022 | P1-79... | monthly Direct Deposit per employee Fee       | 52180 · Office Expe...  | 40.00             |
| Total QuickBooks Payroll Service                |            |          |   |                         | 158.00            |
| <b>Reno Uniforms</b>                            |            |          |   |                         |                   |
| Credit Card Charge                              | 11/17/2022 | 025385   | Uniforms Chief Russell                        | 52010 · Clothing - P... | 619.21            |
| Total Reno Uniforms                             |            |          |   |                         | 619.21            |
| <b>Rico's Mexican Food</b>                      |            |          |   |                         |                   |
| Credit Card Charge                              | 12/05/2022 | 044019   | BFPD Qtr. Business Meeting                    | 52745 · Meetings/M...   | 232.88            |
| Total Rico's Mexican Food                       |            |          |   |                         | 232.88            |
| <b>Sierra Energy</b>                            |            |          |   |                         |                   |
| Credit Card Charge                              | 11/15/2022 | 123028   | Fuel Chief Bret                               | 52110 · Vehicle Fuel    | 100.00            |
| Credit Card Charge                              | 11/26/2022 | 105316   | #9462 Fuel                                    | 52110 · Vehicle Fuel    | 100.00            |
| Total Sierra Energy                             |            |          |   |                         | 200.00            |
| <b>Sierra Garage</b>                            |            |          |   |                         |                   |
| Bill  | 11/22/2022 | 31926    | #9352 Amanda Portola North Side Heat...       | 52092 · Maintenanc...   | 482.47            |
| Bill  | 11/23/2022 | 31938    | #9453 o2 sensor                               | 52092 · Maintenanc...   | 314.95            |
| Bill  | 12/13/2022 | 31976    | #9453 Battery                                 | 52092 · Maintenanc...   | 177.21            |
| Total Sierra Garage                             |            |          |   |                         | 954.63            |
| <b>Smile Business Products, Inc.</b>            |            |          |   |                         |                   |
| Bill  | 11/28/2022 | 10824... | BF05 copies base rate                         | 52180 · Office Expe...  | 87.78             |
| Bill  | 12/28/2022 | 10888... | 12/28/22-1/27/22                              | 52180 · Office Expe...  | 87.78             |
| Total Smile Business Products, Inc.             |            |          |   |                         | 175.56            |
| <b>Streamline</b>                               |            |          |   |                         |                   |
| Bill  | 11/01/2022 | 78F24... |   | 52020 · Communica...    | 50.00             |
| Bill  | 12/01/2022 | 78F24... | December 2022                                 | 52020 · Communica...    | 50.00             |
| Total Streamline                                |            |          |   |                         | 100.00            |
| <b>Truckee Bagel</b>                            |            |          |   |                         |                   |
| Credit Card Charge                              | 11/12/2022 | 061159   | Bagels for Fire Training 11/12-13-2022        | 52700 · Spec. Dept. ... | 110.72            |
| Total Truckee Bagel                             |            |          |   |                         | 110.72            |
| <b>US Bank Equipment Finance</b>                |            |          |   |                         |                   |
| Bill  | 11/12/2022 | 48708... | Printer Lease                                 | 52180 · Office Expe...  | 83.26             |
| Bill  | 12/13/2022 | 48951... | Copier Lease                                  | 52180 · Office Expe...  | 83.26             |
| Total US Bank Equipment Finance                 |            |          |   |                         | 166.52            |
| <b>USPS</b>                                     |            |          |   |                         |                   |
| Credit Card Charge                              | 12/07/2022 | 022842   | stamps  | 52180 · Office Expe...  | 60.00             |
| Total USPS                                      |            |          |   |                         | 60.00             |
| <b>Verizon Wireless</b>                         |            |          |   |                         |                   |
| Bill  | 11/01/2022 | 99195... |   | 52020 · Communica...    | 51.30             |
| Bill  | 12/01/2022 | 99219... |   | 52020 · Communica...    | 51.30             |
| Total Verizon Wireless                          |            |          |   |                         | 102.60            |
| <b>VOID</b>                                     |            |          |   |                         |                   |
| Check   | 11/22/2022 | 1385     | VOID:   | VOID                    | 0.00              |
| Check   | 11/22/2022 | 1386     |   | VOID                    | 0.00              |
| Check   | 11/22/2022 | 1382     |   | VOID                    | 0.00              |
| Check   | 11/22/2022 | 1383     |   | VOID                    | 0.00              |
| Check   | 11/22/2022 | 1384     |   | VOID                    | 0.00              |
| Check   | 12/21/2022 | 1413     |   | VOID                    | 0.00              |
| Check   | 12/21/2022 | 1412     |   | VOID                    | 0.00              |
| Total VOID                                      |            |          |   |                         | 0.00              |
| <b>Washoe Co. Regional Safety Training Ctr.</b> |            |          |   |                         |                   |
| Bill  | 12/01/2022 | 18230... | Burn tower training Event #6998               | 52700 · Spec. Dept. ... | 1,050.00          |
| Total Washoe Co. Regional Safety Training Ctr.  |            |          |   |                         | 1,050.00          |
| <b>TOTAL</b>                                    |            |          |   |                         | <b>-65,422.49</b> |



# Beckwourth Fire District

180 Main Street

Beckwourth, CA 96129

Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

Phone (530) 832-1008

(Station 1 - Beckwourth)

Fax (530) 832-5828

Phone (530) 832-0121

(Station 2 - Grizzly)

Fax (530) 832-5721

## Beckwourth Fire District

### Board of Directors' Scheduled Monthly Meetings

#### Annual Schedule 2023

January 18, 2023                      6:30 pm  
February 15, 2023  
March 15, 2023  
April 19, 2023  
May 17, 2023  
June 21, 2023  
July 19, 2023  
August 16, 2023  
September 20, 2023  
October 18, 2023  
November 15, 2023  
December No Meeting

**Monthly Agenda will be posted as pursuant to the Brown Act 72 hours prior to the regularly scheduled meeting.**

***Mission Statement:** The Beckwourth Fire District is committed to the protection of life and property using as our model, safety, teamwork, continuous education and training.*



# Beckwourth Fire District

## Request for proposals For Professional Audit Services

**RFP Issue:**

January 20, 2023

**Terms of Engagement:**

June 30, 2023– June 30, 2025

**Proposals Due:**

February 2, 2023

12:00 p.m.

**Selection to be Announced:**

February 15, 2023

**Issued By:**

Beckwourth Fire District

Attn: Carol Logan

180 Main Street

Beckwourth, CA 96126

530-832-1008

[bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)

## I. INTRODUCTION

The Beckwourth Fire District was founded in 1949. After the acquisition of a used 1937 Chevrolet fire engine, the first single door, wood heated "Fire House" was built in downtown Beckwourth. That portion of the original fire house still exists with many additions throughout the decades. With The opening of Station 2 in 2007 the Fire District now consist of an all-risk department responding to not only structure and wildland fires, but medical aids, train derailments, and plane crashes. Beckwourth Fire has also worked out a Temporary Fire Service Contract with the City of Portola and is currently servicing them as well.

The district is organized into 3 divisions: Administration, Paid Firefighters and Volunteer Firefighters; and employs 2.0 PTE positions and 3 salaried positions. The district is governed by a five-member board of directors elected at-large from within the district's service area. The Board of Directors meet on the third Wednesday of each month and the public is duly notified and encouraged to attend.

The district's accounting records are maintained on the accrual basis. Accounting policies and procedures conform to generally accepted accounting principles. The accounting records of the district are maintained utilizing QuickBooks Desktop. BFD does all payroll and payroll taxes accounts payable and accounts receivable through QuickBooks.

## II. General Information:

Beckwourth Fire District ("BFD" or "District") is requesting proposals from qualified certified public accounting firms to audit and report on its financial statements and on its financial controls and assist with its Comprehensive Biennial Financial Report.

Audits are to be performed in accordance with Generally Accepted Auditing Standards (GAAS) as set forth for financial audits in the most recent General Accounting Office's (GAO) Government Auditing Standards, the provisions of the Federal Single Audit Act of 1984 (FSAA) (as amended in 1996), if applicable, and the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments.

The initial engagement will include the audit of the financial statements for the fiscal years ending 2021-2022 and 2022-2023, and the next Fiscal year 2023-2024 and 2024-25 with the options to extend the engagement for an additional two-year term.

The District reserves the right to request additional information or interview some or all the proposing Firms if necessary to obtain additional information that the District considers necessary to fully evaluate a proposing Firm's qualifications.

The District also reserves the right to: (1) request clarification or additional information from any proposing Firm at any time; (2) waive immaterial defects or minor irregularities in a proposing Firm's responses to this request for proposal; (3) suspend or reopen the

request for proposals process; and (4) reject any or all responses and terminate the request for proposals process at any time.

Late submittals will not be considered. Postmark date will not be considered. Proposals must be received in the District office on or before the day and time indicated.

The proposal must be received via email in pdf format or in mail to Carol Logan (bfpd@beckwourthfire.com) on or before 12:00 pm PDT on February 2, 2023. Late submissions or delivery via facsimile will not be considered. BFD reserves the right to reject any or all proposals submitted.

### III. Scope of Services:

BFD desires a Comprehensive Biennial Financial Report (CBAF Report) to be prepared by the independent auditor and to be fully compliant with all current GASB pronouncements for the fiscal year ending June 30, 2022, and each subsequent year thereafter during the contract period.

In addition, the Firm shall be required to prepare the Annual Consolidated Financial Report (ACFR) in accordance with generally accepted accounting principles, issue a report on the district's accounting controls and procedures and revise as necessary each fiscal year's State Controller's Annual Report for Special Districts.

The following list of scope of services will be required on a biennial basis

- A. Perform an audit in accordance with Generally Accepted Auditing Principles (GAAP) as set forth by the American Institute of Certified Public Accountants, and in accordance with the "Minimum Audit Requirements and Reporting Guidelines for California Special Districts" as required by the State Controller's Office. Compile the District's financial statements in accordance with generally accepted accounting principles. Provide the District with five hardbound copies and a portable document format (PDF) file that will include all components of the district's financial statements as presented.
- B. Render a report on compliance and internal control over financial reporting based on an audit for the financial statements. A written report should be issued immediately to management upon the discovery of illegal acts or major irregularities discovered during the performance of this task.
- C. Issue a management letter for conditions or weaknesses, if any, in the internal control structure that are not considered significant deficiencies.
- D. Provide the cost to Prepare and forward to the State Controller's Office the Annual Reports of Financial Transactions of Special Districts pursuant to Government Code Section 53891. The District will then evaluate the cost and decide on this item separately.



- E. Presentation of the completed Audited Financial Statements to the Board of Directors at a regularly scheduled board meeting, if requested.
- F. Provide general consultation as required, during the year, on financial accounting and reporting matters.

IV. Services to be provided by the District:

- A. The District has limited staff, but with proper planning will be available during the audit field work to assist the Firm by providing access and direction to information, documentation and being available for explanations of all inquiries. Staff will provide clerical assistance for preparation of confirmations and other routine correspondence.
- B. The District will provide the auditors with reasonable workspace, phone, internet and copy machine access. Additional needs may be accommodated with advanced planning.
- C. The District will provide trial balances, budgetary and encumbrance data, cash flow statements and other necessary financial statements. All documentation supporting the financial statements is located in the District office.

V. Proposed Term of Engagement Letter:

Please include a copy of your Firm's engagement letter, if expected to be signed by the District for our review.

VI. Proposal Requirements:

It is the desire of the District to receive accurate and easily comparable information on all interested Firms. We have structured this RFP process in a way which allows for variation in proposals while asking all respondents to provide needed basic information. The process should not get in the way of your proposal, and we do not expect flashy or very lengthy proposals. Proposals should be but are not required to be presented in an 8.5" x 11" size.

Further, we ask that the proposal be prepared and submitted by the individual auditor or teams of personnel who will be directly involved with the District's annual audit needs. We respect senior partners but very much want to meet with the personnel with whom we may work on a long-term basis. We ask that the individual or individuals who will have the greatest day to day dealings with the District be identified and serve as the Firm's representative during the selection process.

All materials submitted which have not been clearly designated as proprietary information, becomes the property of the District, and may be returned only at the District's discretion. Proposals shall become a public record of the District.

The District will not be responsible for expenses incurred in preparing and submitting this proposal.

The proposal should include the following:

**1. Cover Letter / Letter of Interest**

Indicate individual who will be the District's primary contact as well as the principal who has the authority to enter into a service contract. Please state Firm name, address of office submitting proposal (also include main Firm office if proposal is submitted by a branch office), telephone number, fax number, and type of Firm (e.g., corporation, partnership, proprietorship).

Please provide a copy of your proposal. Proposals should be addressed to:

Beckwourth Fire District Attn: Carol Logan  
180 Main Street Beckwourth, CA 96129

**2. Organization / Credentials / Professional Experience**

Please provide a brief description of your Firm including number of years in business, professional experience with public agencies/special districts, specifically community services districts, type of audit services provided and the number of employees in the Firm.

Please include a copy of an annual Financial Report performed by your Firm that most closely fits the nature of services required for this RFP.

**3. Audit Team**

Identify the key members of the audit Firm and state their experience and qualifications.

An affirmative statement should be included that the Firm is an independent certified public accounting Firm of "recognized ability and standing" and licensed to practice in the State of California.

**4. Approach to the Audit**

Please describe your approach to this audit and any special ideas, techniques or suggestions that you think might make the audit proceed smoothly.

**5. Cost Proposal**

Please provide a not-to-exceed and all-inclusive cost proposal (includes reimbursables) for the scope of work to be provided.

The audit period will be for the fiscal years ending June 30, 2022, and 2023. Price proposals for all two years are requested.

Indicate amount of professional liability insurance coverage your firm has.

**6. Proposed Audit Schedule**

Please describe your proposed schedule for performing the annual audits.

**7. Client References**

Please list at least two clients for whom your Firm has provided audit services to in the last five years. Please include a contact person's name, email and telephone number.

VII. Method of Selection:

BFD will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness
- Responsiveness to BFD's issues
- Potential to benefit BFD
- Experience of the firm providing similar services to other municipalities
- Cost effectiveness
- Quality of proposed staff

VIII. Principal Contact:

Inquiries concerning this request for proposals and the subject of the Request for Proposals should be made to:

Carol Logan, Administrative Officer

Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com) Telephone: 530-832-1008

Beckwourth Fire District 180 Main Street Beckwourth, CA 96129