

Minutes for August 15, 2019 Beckwourth Fire District

1. **Board Meeting called to order at 6:30 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith - here, George Bundy - here, Denisce Downs - absent, Donald Ball - here, Dwight Ceresola - here. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **Fire Fighter/ Engineer:** Floyd Meyers, **Public:** Martin Schafer.
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meetings held July 18, 2019 and the Special Meeting on August 1, 2019. Don Ball **motioned to approve minutes, as transcribed, held on July 18, 2019** and George Bundy seconded. Daniel – yes, George – yes, Donald – yes, Dwight – yes. **Motion passed without objection.** Don Ball **motioned to approve minutes, as transcribed, held on Aug. 1, 2019** and Dwight Ceresola seconded. Daniel – yes, George could not vote for he was not at that meeting, Donald – yes, Dwight – yes. Motion passed without objection.
5. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the month of July 2019. Not yet received from County office, therefore **item is Rolled Over** to next month.

Monthly Budget Update for Board: Not prepared since County Office has not yet sent July financials. Therefore, **item is Rolled Over** to next month. Daniel asked if there were any outstanding expenses this past month to mention, Chief Russell mentioned the \$40,000 check for the new fire truck was received from the County Office. He has scheduled this coming Monday to drive down and pick it up. That will be the Monday night training to go over the new engine.

6. **Public Comment:** Martin Schafer would like to thank our volunteer firefighters for responding to his medical emergency he had a couple weeks ago. It was not easy for them to find the location to respond to. Martin felt the 911 dispatch did not relay the appropriate information to the responders, so much time was wasted. Martin takes responsibility for not putting numbers on his house, but the Sheriff has not responded to his inquiries since the incident. Martin knows there have been problems in past years with dispatch, and he's not sure if we have continued to have problems with them. Martin feels the HIPPA laws almost caused his demise. Once our firefighters discovered his last name, then they knew immediately where to go. Martin would like to hear a copy of the tape recording of his 911 call. Daniel said the public has a right to that information, and it would be best if Martin requested it, not Chief Russell requesting it for him. Martin said he is willing to work with us, and dispatch, to help improve collaboration and cooperation, if we like. Bret will follow up with Martin on this issue.
7. **Consent Agenda Items:** none
8. **Chief's Report:** Bret has a tentative meeting next week with Ed Ward to discuss the **County-wide MOU**. A **Firefighter Muster** is this Sat. Three of our firefighters practiced with Plumas-Eureka FD. Should be a good event: 3:00 p.m. at the Quincy Fairgrounds, part of the ongoing fair. BFD assisted in a **Firewise Committee** meeting at Grizzly Ranch a couple weeks ago. A PowerPoint presentation was given by BFD explaining the fire that occurred near Grizzly Road last month. Chief Russell, Captain Dillard, Captain Villa and rookie firefighter Gutierrez attended. It was very successful with a good turnout. Daniel heard good feedback from the residents who attended. Bret received an email from Jennifer Stevenson, from **Lafco**, about a possible meeting, hoping to hold it at BEC. It was held on Tues., Aug. 13th and included Vicki Anderson, SVFD, Bob and Elaine Frank, EPRFPD, their Board Chair, a rep from Gold Mnt., Tom Cooley, mayor of Portola, City Manager and 2 reps from City of Portola. They discussed different possibilities for a **JPA/Merger/Consolidation of Fire Districts** in eastern Plumas Co. Former Supervisor Michael Sanchez initiated this a while ago with former Chief, Greg McCaffrey. No decisions were made at this meeting, and at this time there is not another meeting scheduled. At the next City Council meeting on Sept. 25, 2019 at 6:00 p.m. this will be discussed. Not sure of the details at this time.

9. **Secretary's Report:** The next meeting of the **Safety Committee** will be on Monday, August 19th at 5:00, here at Station 1. Our **Ethics and Harassment Training** will be next week on August 21st at the Quincy Fairgrounds at the Mineral Building. May be best to enter the fairgrounds from the front, rather than the back entrance to find the Mineral Building. Noon is lunch and the training begins at 1:00. We were recently notified that we received \$5,305 for the **2019 Cal Fire Grant** that we submitted last spring. It is for wildland fire gear and equipment. We get a 50% reimbursement of that amount. We have until June 30, 2020 to spend that amount, then we are reimbursed. Last year we were awarded \$2,340.
10. **Discussion and Possible Action: Update on application contracts for two grants – Firehouse Subs Grant and Assistance to Firefighter Grant.** The first grant, the Firehouse Subs Grant was submitted today. We will pay the grant writer \$250 as previously discussed, but at our last meeting it was mentioned we would owe an additional \$750 if awarded the grant. But that amount was incorrect, we would only pay an additional \$350 if we are awarded. The AFG grant we will apply for with Eastern Plumas RFD, and it will be for SCBA's, and we have a few more months to complete this one. For this grant we will owe the grant writer \$250 to submit it, and if awarded an additional \$750.
11. **Discussion and Possible Action: Update on purchase of OES Fire Truck** – As previously mentioned, Bret will pick up the new truck on Monday, Aug. 19. In the meantime, some of our firefighters went to look at the one Plumas-Eureka FD just received from OES. It is a similar truck, and our firefighters were very impressed and excited to receive ours.
12. **Discussion and Possible Action: Policy and Procedures 1050 Request for Reports, 1060 Public Complaints and 1070 Public Contributions: Policy 1050** Chief Russell is fine with, but Patty had a question on the actual form: Name of Patient? Seems to refer to a medical call only, but what about a fire call? Daniel asked if this is the form we use for public records requests. Patty said it is. Daniel suggested we contact our attorney for their form they use because this one is missing many required elements such as length of time we must get the records to the requestor, i.e. 10 days. There is some legal language we need to have. **Policy 1060** Bret noted how many places it says Deputy Chief and should be changed to Chief. George explained that it is written this way because we have a Deputy Chief position that is not currently filled. Daniel suggested we could reword it to Deputy Chief or Chief. In paragraph 1060.3.1 Dwight asked if it's appropriate, as stated, that a citizen with a complaint discuss the matter with the secretary, who then informs the Board of Directors at the next Board meeting? Dwight thought the secretary might go to the Chief first. Daniel agreed that it should go from secretary first, then she should inform the Chief and if it's not resolved the Chief can take it to the Board. Also, add the language that a final decision "shall be memorialized in writing with the plaintiff being provided a copy" and both parties sign. Make sure all complaints are recorded. **Policy 1070** Dwight asked if we keep a record of Public Contributions or donations? He felt our auditor has asked for this information in the past. Dwight suggested Patty ask the auditor if this is something we should be keeping a record of in a certain way or check our past audits for the way it was recorded in the past. Our next audit is this coming October.
13. **Discussion and Possible Action: CAL OES Payment Plan for Strike Teams.** Chief Russell reported that for our Strike Team Assignments to get paid, we must fill out a Salary Survey each year. A representative from CAL OES came to our station, unannounced, to discuss this matter. He informed us that we have not been submitting our Salary Surveys correctly. We have been charging the State too much. We have been following a scale that a full-time, professional paid fire station would be using. We are not the only station doing this, it is happening all over the State. We are in the process of correcting it and will have it rectified soon. The good news is that we do not have to make restitution for the overpayment. Daniel asked if they have a pay scale for us to follow as a part-time volunteer department, and Chief Russell said that they do. We have also been charging incorrectly for our apparatus. One of our engines is on-loan to us from the Forest Service, and the Chief is not sure if we will be able to continue charging for that apparatus. There are mixed reactions on this. At this time, CAL OES does not have a clear answer for us if we can charge for it. They are telling us to remain status quo currently and charge the same on the apparatus as we always have. Daniel asked the Chief to get this in writing in the form of an email. The Chief is also working on our firefighter personnel who live far outside the district and have responded on strike teams for us in the past but do nothing else for our organization. This is exactly what the State is trying to correct. The Chief has eliminated one firefighter from our roster and is working with a second individual to mitigate this issue.

- 14. **Division Chiefs' Report:** none.
- 15. **Battalion Chiefs' Report:** none
- 16. **Safety Officer's Report:** none
- 17. **Directors Reports:** George attended the Lafco meeting with the Chief, as mentioned earlier. There were four options for consolidation presented. About 20-21% of the unannexed property in Plumas Co. is here, in eastern Plumas Co. Since the meeting last Tuesday, the City of Portola put together a draft MOU which was passed out for discussion at our next Board meeting, since this is not on the agenda. The Chairman and Co-Chairman will look over this draft and have some edits by the next Board meeting on Sept. 19th. The next City Council meeting will be Sept. 25, at 6:00 p.m. This item will be on their agenda. If our Board makes any decisions at our next meeting on the 19th we can take it to this meeting on the 25th.
- 18. **Old Business:** The **Ethics Training and Harassment Training** is set for Aug. 21, 2019 12:00-5:00. Lunch is provided from 12:00-1:00 followed by the training.
- 19. **New Business:** NEXT MEETING DATE: **Sept. 19^h, 2019 at 6:30 p.m.**
- 20. **Adjournment:** Adjourned at 7:37 p.m. **Donald motioned for an adjournment and George seconded. All in favor, motion passed.**

I, PATTY VENABLE, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWORTH FIRE DISTRICT HELD ON **Aug. 15, 2019** ARE CORRECT AS RECORDED.

 Patty Venable, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for August 15, 2019.

Daniel Smith: _____ Date: _____
 George Bundy: _____ Date: _____
 Denisce Downs: _____ Date: _____
 Donald Ball: _____ Date: _____
 Dwight Ceresola: _____ Date: _____