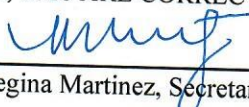


Minutes for November 19, 2020 Beckwourth Fire District

- **Board Meeting called to order at 6:30 PM by Daniel Smith.**
- **Roll Call: Board Members:** Daniel Smith – here, Denise Downs - here, Dwight Ceresola – here, Gay Miller – here, John Randall - here. **Board Secretary:** Patty Venable, Regina Martinez **Fire Chief:** Bret Russell, **Public:** John Reynolds, Tom Cooley, Pat Morton.
- **The Pledge of Allegiance:** Recited by all.
- **Approval of Minutes** for the Board Meeting held on October 22, 2020. Denise Downs **motioned to approve the minutes from the meeting held on October 22, 2020** and Gay Miller seconded. Daniel – yes, Denise – yes, Dwight – yes, Gay – yes, John - yes. All in favor, **motion passed without objection.**
- **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the month of September and October 2020. Patty shared with the Board of Directors the Monthly Expense Highlight Report through October 31, 2020. There was an increase for Spec. Dept. Training due to the expenses for recertifications for EMS, EMR and EMT (every two years). BFD received \$19,720.15 from the Cal Fire Grant.
- **Public Comment:** none
- **Consent Agenda:** Signature Authorization for Regina Martinez, Patty Venable's replacement, authorizing Regina to sign for Plumas County accounting documents. This Signature Authorization will also remove Dwight Ceresola as a signer, Dwight has resigned from the BOD. Dwight has been elected as a County Supervisor.
- **Chief's Report:** Beckwourth Fire hosted a Live Fire Training in Washoe County, Regional Public Safety Training Center on November 7th and 8th. Several different departments from our area attended. It was a huge success. Chief Russell shared that it is his goal to host a quarterly regional training. Chief reported that the 'Strike Team' paperwork has all been submitted. We were able to bill for the use of fire department trucks as well as staff that worked on the fires. Chief shared at the meeting that he will be taking time off work, the second week of December through the second week of January. He will be out of the area but available by cell phone.
- **Secretary's Report:** Patty discussed the handout, 2021 Board of Directors Meeting Schedule. Patty shared with the Board that GSRMA is hosting an online training on Harassment in February for anyone needing that training. Harassment and Ethic Training is due every two years. The increase of rates for CPI (attorney) was shared with the Board. There will be no December Board meeting. The holiday gathering for the department has been canceled due to the COVID19 pandemic.
- **Discussion and Possible Action: Development of 20/21 of a Financial Policy of Reserves and Contingencies for the department.** Daniel explained that currently BFD does not have a budget policy in place to be prepared for an unseen event or expense. The example policy was given to the Board in the BOD packet. Daniel shared with the Board the difference of restricted and non-restricted funds, working capital funds, emergency reserve funds and capitol replacement funds. The auditor made the suggestion to set aside 10% of the strike team funds for an emergency. Daniel made the suggestion that in January 2021 after the monies are received for the strike team, set aside \$10,000.00 and divide it up into the three reserve funds. The Board can determine the target levels and work our way to those dollar amounts.
- **Discussion and Possible Action: Replacement of Board Member and the need to appoint a person to fulfill the remaining term.** Dwight Ceresola resigned by email. A copy of this email was provided in the BOD packet. Dwight's term was for two years. The Board opening will be posted on December 15, 2020. Dwight thanked the Board for the opportunity to serve the community.

- **Discussion and Possible Action: Station 2 Lease Agreement:** Patty shared with the Board that the lease agreement was ready to renew with USDA for Station 2. There will be no changes to the new agreement. Daniel made the motion to move forward with the lease renewal, Gay seconded the motion. All in favor.
- **Discussion and Possible Action: CSDA Membership 2021.** Bret shared with the Board the cost of \$1,050.00 to have the membership with CSDA. At the current time BFD has not used their services to offset the expenses. In light of the budget concerns and not using the services the recommendation is not to renew the membership. Daniel made the motion not to renew the CSDA Membership, Denise seconded the motion. All in favor.
- **Update of: Recruitment of the Portola Division Duty Officer:** Bret shared that three people have been selected to fill the role at the Portola Duty Officer; Bruce Lackenbauer, Kurt Flewell and Gabriel Gutierrez.
- **Update of: Recruitment for Volunteer Firefighters:** Bret shared that he has established a hiring committee. New members will be voted in. Applications have already been accepted for volunteers of the Portola Division. The process is going well.
- **Update of: Local Emergency Services Study Group:** Daniel shared with the Board; six agencies are discussing the consolidation of local fire departments. Sierra Valley however is talking of not participating, they are a part of the Memorandum of Understanding. Conversation is taking place with county staff regarding the possibility of county tax sharing before speaking with County Supervisors. The cost of a feasibility study will be between \$30,000.00 - \$50,000.00.
- **Update of: Report on Coronavirus:** Plumas County is currently in the "Red Zone". With the rise in positive COVID19 cases, most likely the County will move to the "Purple Zone". To follow the current County COVID19 protocol, when people come to the station masks must be worn.
- **Update of: Contract with City of Portola:** Chief Russell shared that he is having weekly meetings with Lauren Knox, City Manager. Discussion took place regarding the budget for the Portola Division. The budget is \$73,000.00. \$29,000.00 is allocated for payroll, \$5,000.00 is allocated for Chief Russell, \$1,500.00 is allocated for BFD clerk. During the January meeting the Board will vote on the budget for the Portola Division.
- **Update of: Report on water use from Grizzly Ranch:** 800 gallons use for fire on the airstrip. Loyaltan Fire filled up a tanker, 1000 gallons on 11.17.2020.
- **Division Chiefs' Report:** none
- **Battalion Chiefs' Report:** none.
- **Safety Officer's Report:** none.
- **Directors Reports:** none
- **Meeting adjourned from Open Session to reconvene in Closed Session.**
- **Report on Closed Session.** Daniel shared that the Board will be renewing the contract of Chief Russell in January 2021.
- **Old Business:** Harassment Training is scheduled February 9, 2021 at 10:00 a.m. online through GSRMA.
- **New Business:** NEXT MEETING DATE: January 21st at 6:30 p.m. No December meeting.
- **Adjournment:** Daniel adjourned the meeting.

I, REGINA MARTINEZ SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **November 19, 2020** ARE CORRECT AS RECORDED.



Regina Martinez, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for November 19, 2020.

Minutes approved by the Beckwourth Fire District Board of Directors on 1.21.2021 virtually on Zoom.

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