

## Minutes for February 16, 2022

### Beckwourth Fire District

1. **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. Board Meeting called to order at 6:30 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith – here, Gay Miller – here, Daniel Greenwood – here, Dick Spencer – here, Alyson Ceresola - here. **Board Secretary:** Mercadez Flewell - here, **Fire Chief:** Bret Russell - here, **Safety Officer:** Absent, **Division Chief:** Bruce Lackenbauer, **BFD members:** Scott Thompson, Ruben Villa, Floyd Meyers, Scott Hiatt **Public:** Pat Morton, Tom Cooley
3. **The Pledge of Allegiance:** Recited by all.
4. **Opening remarks.** Daniel S. introduced the new board members again to the public and persons who attended in person.
5. **Approval of Minutes** for the Board Meetings held January 19, 2022. There were no edits or corrections needed, Gay Miller **motioned to approve the minutes** from the prior month, and Dick Spencer seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer - yes. All in favor, **motion passed without objection.**
6. **Approval of the Account Revenues, Expenditures, and Balance Sheet for months of January 2022.** There were no edits or corrections needed, Gay **motioned to approve the revenues, expenditures, and balance sheet** from the prior month, and Daniel G. seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer - yes. All in favor, **motion passed without objection.**
7. **Public Comment:** Bruce Lackenbauer thanked Mercadez for being able to get the zoom back up and running, he also asked if the Portola Liaison will be going over an annual report for BFD to see how the year has gone. Daniel S. let Bruce know that BFD will add it to the agenda for next month.

Scott Thompson asked how the separation from the county is going, Daniel and Mercadez Let him know that it is item number 13 on the agenda.

Ruben Villa asked how the Strike Team funds will be handled. He was wondering if it is in separate accounts. Daniel S. let him know that BFD is only able to have one account, the monies from the strike team is separated for now and it stays in the contingencies fund until the board approves purchases for the department.

Ashley Sims says it is nice to see BFD has a full board again. She commends BFD for being consistent again with meetings as well. Daniel S. addressed that the new board members joining the department is great. It is always difficult to find new board members to dedicate their time.

8. **Consent Agenda: None**
9. **Chief's Report:** Chief Russell updates the board on the current EMR class which has one month left before graduation, and after that class BFD will be hosting a Haz-Mat Class. The new water tender is in service now and the new rescue will be in service next week. He thanked Kenny Osburn the Deputy Chief of Operation's for working on the apparatus to get it in service. Chief addressed that he has continued his own education for his Fire Arson Investigator Certificate that training was held the week of February 7<sup>th</sup> to February 11<sup>th</sup>. BFD as a whole is running smoothly, and he was happy. For January BFD ran a total of 43 calls, 6 in Beckwourth and 37 in Portola. , The Chief thanked all the Volunteers and duty officers for all that they do for the department, the department ran 404 total calls in 2021.
10. **Secretary's Report:** Mercadez followed up with some additional on the proposal to get a new printer for the department. she had provided details about in the January 2022 meeting. She addressed all the specifications and price for the three machines that were quoted. She had also reviewed for the board a cost breakdown from the last 15 months on what BFD has spent on just ink. The board looked at all the items and prices and was pleased to see that the price was only \$25.00 more than what BFD is currently paying for just ink. Daniel asked if Mercadez was asking for permission from the board to purchase this less expensive printer, Mercadez said yes. Daniel S. asked the board what they would like to do on this. Gay Miller as well and Daniel G. agreed it would be beneficial to purchase. Daniel G. **Motioned to approve** the printer purchase and Gay Miller seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson Ceresola – yes, Dick Spencer - yes. All in favor, **motion passed without objection.**

**11. Discussion and Possible Action:** Purchase of a new Printer. See secretary report.

**12. Update of:** Audit for 2019-2021 - Daniel S. reviewed with the board the challenges we have had with the current required two-year audit due to COVID and our previous auditor unfortunately passing away from COVID. He also reviewed that we did prepare an RFP and advertised for a new audit firm. We selected a new firm from the two responses we received. There were some other complications due to the large snowstorm event in December not allowing the auditor to make it to meet with us. Delays in communication has been frustrating on BFD's end as there has not been a specific update or follow up on how the audit was going. Staff will continue to pursue the details and report back to the board at the next meeting. Re

**13. Update of:** QuickBooks setup and Conversion – Daniel S. provided a brief review on the process up to this point for the Board. The county had this as an agenda item on February 15th meeting, the county had approved it. BFD is finally on their way to handling their own finances.

Mercadez addressed that she will be working with Susan Scarlett and her assistant to set-up payroll on Thursday the 17<sup>th</sup> of February. She will also be meeting with Carol Logan who handles Grizzly Ranch CSD to shadow her process payroll and some vender claims.

**14. Update of:** LESSG Consolidation Project. - Daniel S. reviewed the items that needed to be provided to the consultant doing the feasibility study(consultant is Plan West). Portola, Gold Mountain, Beckwourth, and Sierra Valley Fire had all completed the submittal.

Ashley Sims asked who the consultant is, Daniel S. let her know it is Plan West.

**15. Update of:** Portola City Council Liaison Monthly Report. – Gay Miller asked what exactly she should be going over at the City Council Meetings. Pat Morton and Tom Cooley asked if there is something that BFD can provide to them that clarifies what type of calls BFD is responding to. Daniel S., Bret and Mercadez all addressed the call list that is produced in house by BFD that can be shared. After some open discussion with Chief Russell and Tom Cooley Portola City Council member the list that will be provided to the city is going to be the list that BFD prepares.

Tom Cooley addressed how pleased he is with the performance from BFD and what that performance is contributing to the benefits of a new district and how beneficial this will be in that effort. Daniel S. says thank you for that and thanks the City for what it is doing with us is great for the community!

**16. Update of:** Report on Coronavirus/Policies and Procedures. BFD's Policies and Procedures remain the same.

**17. Update of:** Report on water use from Grizzly Ranch. Zero water usage for January 2022

**18. Department Reports:** Kenny Osburn addressed that their will be a live fire burn on the Folchis building February 26<sup>th</sup> from 9-4 and BFD will be posting a public comment with Plumas news. Monday the 7<sup>th</sup> there will be a training on the water tender and the new rescue truck to get personnel familiarized. 9423 engine is still for sale and Kenny has spoke to the Chief to see if BFD can post it nationally as well as 9473. These rigs still have lots of life and good value and it might suit BFD's interest to air it nationally. Daniel S. asked if Sierra Valley Fire Department might still be interested into 9473, Chief let him know that it may not have been evaluated, at this time no interest has been addressed.

Bruce Lackenbauer addressed some sewer questions the board had had about the grizzly Station, Bruce had a few questions about the dumpster up at Station 2. BFD and Forest Service are unsure of who covers the dumpster fee, Mercadez will be looking into the contract. Bruce also asked about the status of if the board members have had time to look into the building improvements that BFD needs to address. Dick had come by the station, but it was bad timing as the Chief and Secretary were working on the Safer Grant. Dick and Daniel G. will plan a better time to come by. Daniel S. also brought up that his neighbor McGarr is interested in coming by Station 1 and giving a quote to BFD for redoing the asphalt. Bruce added to that, at one point the Folchis had looked into it, but it may be a huge project.

**19. Directors Reports:** Daniel S. and Gay Miller addressed the Sexual Harassment Class that everyone had just attended, it was a great class and something we all had just learned is that you do not have to do the webinar's, you can sign up for a class that you take at your own availability.

**20. Old Business: None.**

**21. New Business:** NEXT BOARD MEETING: Wednesday March 16, 2022.

**22. Adjournment of Meeting:** Daniel S. adjourned meeting @ 19:40

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 **February 16, 2022**, ARE CORRECT AS RECORDED.

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Mercadez Flewell, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for February 16, 2022

Daniel Smith: \_\_\_\_\_ Date: \_\_\_\_\_

Gay Miller: \_\_\_\_\_ Date: \_\_\_\_\_

Daniel Greenwood: \_\_\_\_\_ Date: \_\_\_\_\_

Alyson Ceresola: \_\_\_\_\_ Date: \_\_\_\_\_

Dick Spencer: \_\_\_\_\_ Date: \_\_\_\_\_