

# Beckwourth Fire District

Phone: Station 1 (530) 832-1008

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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 October 19, 2022, 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=K083VUMyaTJhSjl6bVNQWmU2RXpIdz09> 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 September 21, 2022
  - B. Approval of Account Revenues, Expenditures, and Balance Sheet for the Month of September 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:**

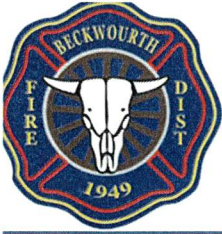
**SECRETARY'S REPORT:**

**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."*



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6. **Discussion and Possible Action:** Board to review and approve feasibility study for LESSG continuation
7. **Discussion and Possible Action:** Administrative Policies and Procedures - Resolution #2008-06/Lexipol – Program based for Policies and Procedures
8. **Discussion and Possible Action:** Gold Mountain CSD Contract for Fire and Emergency Services
9. **Update of:** Plumas County Counsel 2022 Local Agency Biennial Notice to review Conflict of Interest Code
10. **Update of:** Plumas Bank Signature Card update
11. **Update of:** LESSG Consolidation Project.
12. **Update of:** Portola City Council Liaison monthly report.
13. **Update of:** Report on Coronavirus/Policies and Procedures.
14. **Update of:** Report on water use from Grizzly Ranch.
15. **OLD BUSINESS:**
16. **NEW BUSINESS: NEXT MEETING DATE: Wednesday November 16, 2022, at 6:30 p.m.**

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 September 21, 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 (@6:55), Gay Miller – here and Tyler McGarr – here. **Board Secretary:** Mercadez Flewell – here, **Fire Chief:** Bret Russell - here, **Deputy Chief:** Kenny Osborn – here **Safety Officer:** Absent, **Division Chief:** Absent, **BFD members:** Floyd Meyers, Bruce Lackenbauer, Ruben Villa, Tony Avalos, Scott Hiatt
  - B. **The Pledge of Allegiance:** Led by Larry Smith
  - C. **Opening remarks:** Larry Smith welcomed and thanked everyone for being here and asked if all persons in the room could introduce themselves to help familiarize the board.
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.

None.
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 June 1 and August 17, 2022:** Mercadez reported that she did seek legal council regarding the board of directors' issue that BFD ran into, per BFD's attorney we are okay to move forward with all items that were approved while Gay Miller was not in term from Jan-June per California code HSC § 13843(a). Larry addressed a minor spelling correction in August minutes. **Gay motioned to approve June and August minutes;** Tyler seconded. Roll Call: Larry Smith – yes, Daniel Greenwood – yes, Alyson Ceresola – absent, Gay miller – yes, Tyler McGarr – yes. All in favor, **motioned passed without objection.**
  - B. **Approval of Account Revenue, Expenditures, and Balance Sheet for August 2022:** Mercadez reviewed items with the board, there were no corrections. Dan **motioned to approve Account Revenue, Expenditures, and Balance Sheet for August 2022,** Gay seconded. Roll Call: Larry Smith – yes, Daniel Greenwood – yes, Alyson Ceresola – absent, Gay miller – yes, Tyler McGarr – yes. All in favor, **motioned passed without objection.**
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 28 calls for the month of august, 7 in Beckwourth and 21 in Portola, Portola high has a fire science course that BFD as well as Forest Service engine 312 crew captain Paul Ithurnburn will be helping out with this school year, Bret thanks Carol Logan for coming in to help BFD and he thanked the board of directors for their time and being available to be on the board.

**SECRETARY'S REPORT:** Mercadez reported that this is her last board meeting, and she will be stepping down to focus on her mental health and marriage.

**DEPARTMENT STAFF REPORT:** NONE.
5. **DIRECTORS REPORTS:** Reports from Directors on meetings or seminars attended – Dan reported that himself and Bret attended the EPRFPD board meeting on Monday and that they helped Carry Curtis and Tom Cooley explain where the LESSG project is at.
6. **Discussion and Possible Action:** Resolution 22-004 – Cal Fire grant Approval – Board to review/approved the agreement and resolution - Mercadez and Bret went over the grant specifications and that John Fatheree had applied for this grant for BFD this year. This is a grant for communication devices, Cal-Fire will help match half of the funds we listed it would cost

for what BFD needs. BFD will be able to spend funds after they receive the go ahead from Cal-Fire and will be reimbursed after proof of purchase has been provide to Cal-Fire. Tyler **motioned to approve Resolution 22-004 – Cal Fire grant Approval**, Dan seconded. Roll Call: Larry Smith – yes, Daniel Greenwood – yes, Alyson Ceresola – absent, Gay miller – yes, Tyler McGarr – yes. All in favor, **motioned passed without objection.**

7. **Discussion and Possible Action:** Administrative Policies and Procedures review and signature of resolution 2008-06 – Mercadez brought this resolution to the board for approval of signature from the previous chairman. At the time of the meeting when this was accepted and approved somehow the resolution was not signed, these polices, and procedures are still in use and Mercadez would like to upload them to the BFD website for easy accessibility to the public and fire personnel. Mercadez explained that she has done some research has not been able to find anything stating that there is any statute of limitations on getting resolutions signed. The previous chairman is alive and well and she can coordinate getting his signature if all board members are okay with that. Tyler asked if at this time BFD should investigate newer polices since these are from 2008 and both Bret and Mercadez let him know that they are looking into using something different called LEXIPOL after the LESSG either moves forward or doesn't go through. Larry **motioned to approve getting the previous chairman signature on resolution 2008-06**, Gay seconded. Roll Call: Larry Smith – yes, Daniel Greenwood – yes, Alyson Ceresola – yes, Gay miller – yes, Tyler McGarr – yes. All in favor, **motioned passed without objection.**
8. **Update of: LESSG Consolidation Project:** Tom Cooley, the City of Portola Mayor Pro Tem briefly explained where the project is at, and that Eastern Plumas Rural Fire Department is going to be re-joining into the project which will add about 6-8 weeks for a new feasibility study. This will hopefully not delay bringing the project to the public for ballet measures the spring of 2023.
9. **Update of: Portola City Council Liaison monthly report:** None.
10. **Update of: Report on Coronavirus/Policies and Procedures:** Chief Russell stated that the policies and procedures are the same however he will be looking into lessening the mask usage and review what other fire departments are doing for their polices.
11. **Update of: Report on water use from Grizzly Ranch:** Bret reported 800 gallons for the month of August.
12. **OLD BUSINESS:** None
13. **NEW BUSINESS: NEXT MEETING DATE:** Wednesday October 19, 2022, at 6:30 p.m.
14. **Adjournment of Meeting:** Larry adjourned the meeting at 19:25

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 **September 21, 2022**, ARE CORRECT AS RECORDED.

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Mercadez Flewell, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for September 21, 2022

Larry Smith: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Tyler McGarr: \_\_\_\_\_ Date: \_\_\_\_\_

**Beckwourth Fire District**  
**Total Month Revenue and Expense**  
**September 2022**

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	Sep 22
Income	
Other Revenue	
46239 · Donations	3,000.00
46251 · Reimbursements / Refunds	626.00
Total Other Revenue	3,626.00
Total Income	3,626.00
Expense	
Salaries & Benefits	
51000 · Regular Wages	11,971.63
Total Salaries & Benefits	11,971.63
52020 · Communications	255.00
52040 · Household Expense	59.82
52090 · Maintenance - Equipment	587.07
52092 · Maintenance - Trucks	149.09
52110 · Vehicle Fuel	1,611.59
52130 · Maintenance - Bldg & Grounds	76.28
52170 · Miscellaneous Expenses	140.44
52180 · Office Expenses	350.92
52700 · Spec. Dept. Training	67.00
52780 · Utilities	267.43
66000 · Payroll Expenses	924.26
Total Expense	16,460.53
Net Income	-12,834.53

# Beckwourth Fire District Expenses by Vendor Detail

September 2022

Type	Date	Num	Memo	Account	Paid	Balance
<b>AT&amp;T Calnet 3</b>						
Bill	09/21/2022	000018...	Main phone lines at Station 1	52020 · Communications	Paid	93.66
Total AT&T Calnet 3						93.66
<b>Card Service Center</b>						
Bill	09/07/2022		Connor Thompson EMT Re-Cert	52700 · Spec. Dept. Tr...	Paid	67.00
Bill	09/07/2022		Adobe annual year subscription	52180 · Office Expenses	Paid	246.88
Bill	09/07/2022		Late Fee and Interest	52170 · Miscellaneous ...	Paid	273.87
Total Card Service Center						273.87
<b>Coates, Inc.</b>						
Bill	09/07/2022	719002...	9461 tire pressure monitoring/ 66 dollar credit ...	52092 · Maintenance - ...	Paid	12.93
Bill	09/21/2022	719002...	9331 wiper blade, 9352 x2 wiper blades	52092 · Maintenance - ...	Paid	67.59
Total Coates, Inc.						67.59
<b>Golden State Risk Management Authority</b>						
Deposit	09/06/2022	6135	Reimbursement for vehicle insurance	46251 · Reimbursemen...	Unpaid	-626.00
Total Golden State Risk Management Authority						-626.00
<b>Hunt &amp; Sons, Inc.</b>						
Bill	09/07/2022	663598	Fuel: 9450,9461,9462,9351,9400	52110 · Vehicle Fuel	Paid	421.54
Bill	09/21/2022	712125	Fuel: 9450,9423,9452,9453,9461,9372,9431,9...	52110 · Vehicle Fuel	Paid	1,478.13
Total Hunt & Sons, Inc.						1,478.13
<b>Intermountain Disposal, INC</b>						
Bill	09/14/2022		Garbage Dues for August/September	52130 · Maintenance - ...	Paid	76.28
Total Intermountain Disposal, INC						76.28
<b>NAPA Sierra</b>						
Bill	09/14/2022	243657	9372: Windshield fluid, diesel exh fluid	52090 · Maintenance - ...	Paid	21.43
Bill	09/21/2022	244047	Wiper Arm for 9331	52092 · Maintenance - ...	Paid	102.93
Total NAPA Sierra						102.93
<b>Plumas-Sierra REC</b>						
Bill	09/07/2022	1672	Station 1 power \$154.01 Station 2 Power \$113...	52780 · Utilities	Paid	267.43
Total Plumas-Sierra REC						267.43
<b>Plumas-Sierra Telecommunications</b>						
Bill	09/07/2022	34053	Internet dues for September 2022	52020 · Communications	Paid	60.00
Total Plumas-Sierra Telecommunications						60.00
<b>Smile Business Products, Inc.</b>						
Bill	09/07/2022	1062068	Sharp Printer maintenance monthly program	52180 · Office Expenses	Paid	87.78
Total Smile Business Products, Inc.						87.78
<b>Streamline</b>						
Bill	09/07/2022	78F241...	Website Fee for September 2022	52020 · Communications	Paid	50.00
Total Streamline						50.00
<b>US Bank</b>						
Bill	09/14/2022	486691...	Wild Hare: Logo and Numbers for Rigs	52090 · Maintenance - ...	Paid	471.90
Bill	09/14/2022	486691...	Autozone: starter cable for rig	52090 · Maintenance - ...	Paid	487.05
Bill	09/14/2022	486691...	USPS: 9423 Title mailed to McMinville Schoo...	52170 · Miscellaneous ...	Paid	496.00
Bill	09/14/2022	486691...	Amazon: Shamwow towels for Stations	52040 · Household Exp...	Paid	555.82
Bill	09/14/2022	486691...	Texaco Fuel in 9400	52110 · Vehicle Fuel	Paid	649.28
Bill	09/14/2022	486691...	Reno Hydraulic: repair hose on 9424	52090 · Maintenance - ...	Paid	727.87
Total US Bank						727.87
<b>US Bank Equipment Finance</b>						
Bill	09/21/2022	482247...	Lease for Sharp Printer	52180 · Office Expenses	Paid	83.26
Total US Bank Equipment Finance						83.26
<b>Verizon Wireless</b>						
Bill	09/14/2022	991483...	9372: Windshield fluid, diesel exh fluid	52020 · Communications	Paid	51.34
Total Verizon Wireless						51.34
<b>William Apger - {V}</b>						
Bill	09/14/2022		Fuel for 9453	52110 · Vehicle Fuel	Paid	40.00
Bill	09/14/2022		Food Supplies for September business meeting	52170 · Miscellaneous ...	Paid	144.50
Total William Apger - {V}						144.50
<b>TOTAL</b>						<b>2,938.64</b>

**Beckwourth Fire District**  
**Balance Sheet**  
As of September 30, 2022

	Sep 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Cash in Bank	39,861.90
10001 · Cash at Plumas County	6,238.62
10100 · Cash in Savings	520,240.78
Total Checking/Savings	566,341.30
Total Current Assets	566,341.30
Fixed Assets	
54085 · Medical Equipment	2,710.19
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	65,738.77
<b>TOTAL ASSETS</b>	<b>632,080.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	21.00
Total Accounts Payable	21.00
Other Current Liabilities	
21000 · Accrued Payroll	4,830.00
24000 · Payroll Liabilities	1,172.08
Total Other Current Liabilities	6,002.08
Total Current Liabilities	6,023.08
Total Liabilities	6,023.08
Equity	
32000 · Retained Earnings	226,870.33
32001 · Unassigned Fund balance	286,103.00
32002 · Committed Fund balance	44,958.00
35000 · Suspense	122,110.81
Net Income	-53,985.15
Total Equity	626,056.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>632,080.07</b>



# Beckwourth Fire District

## Profit & Loss Budget vs. Actual

### July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Other Revenue				
43010 · Interest-Invested Funds	88.96	0.00	88.96	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%
Total 45071 · Contract Fire Protection	43,004.26	187,023.28	-144,019.02	23.0%
45074 · Miscellaneous Fees	0.00	0.00	0.00	0.0%
45475 · Training Classes	200.00	500.00	-300.00	40.0%
46060 · Other Miscellaneous	0.00	2,500.00	-2,500.00	0.0%
46239 · Donations	6,030.00	2,500.00	3,530.00	241.2%
46251 · Reimbursements / Refunds	7,959.50	0.00	7,959.50	100.0%
46622 · MVA / Fire Recovery	0.00	0.00	0.00	0.0%
Total Other Revenue	458,851.89	203,444.84	255,407.05	225.5%
Tax Revenue				
40010 · Current Secured Taxes	0.00	71,208.89	-71,208.89	0.0%
40020 · Current Unsecured Taxes	0.00	3,437.72	-3,437.72	0.0%
40040 · Prior Unsecured Taxes	0.00	34.93	-34.93	0.0%
40070 · Timber Yield Tax	0.00	2.26	-2.26	0.0%
40130 · Supplemental Taxes	0.00	887.58	-887.58	0.0%
40150 · Special Assessments	0.00	95,978.39	-95,978.39	0.0%
Total Tax Revenue	0.00	171,549.77	-171,549.77	0.0%
<b>Total Income</b>	<b>458,851.89</b>	<b>374,994.61</b>	<b>83,857.28</b>	<b>122.4%</b>
<b>Expense</b>				
Salaries & Benefits				
51000 · Regular Wages	34,431.84	87,210.00	-52,778.16	39.5%
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%
Total Salaries & Benefits	34,431.84	171,841.00	-137,409.16	20.0%
52005 · Bank charges	46.00			
52010 · Clothing - Personal Supply	545.55	3,000.00	-2,454.45	18.2%
52011 · Clothing - Wildlands / Shelters	742.13	4,000.00	-3,257.87	18.6%
52020 · Communications	876.82	3,000.00	-2,123.18	29.2%
52040 · Household Expense	320.08	550.00	-229.92	58.2%
52050 · Insurance	45,664.00	24,647.00	21,017.00	185.3%
52090 · Maintenance - Equipment	714.22	2,500.00	-1,785.78	28.6%
52092 · Maintenance - Trucks	7,981.96	10,000.00	-2,018.04	79.8%
52095 · Repair - Safety Equipment	0.00	500.00	-500.00	0.0%
52110 · Vehicle Fuel	4,805.28	12,000.00	-7,194.72	40.0%
52124 · Tools and Equipment	399,600.37	2,000.00	397,600.37	19,980.0%
52130 · Maintenance - Bldg & Grounds	10,085.57	10,000.00	85.57	100.9%
52140 · Snow Removal	0.00	2,400.00	-2,400.00	0.0%
52160 · Memberships	1,200.00	2,500.00	-1,300.00	48.0%
52170 · Miscellaneous Expenses	500.06	1,500.00	-999.94	33.3%
52180 · Office Expenses	800.26	4,600.00	-3,799.74	17.4%
52190 · Professional Services	341.25	5,900.00	-5,558.75	5.8%
52320 · Strike Team Services	0.00	0.00	0.00	0.0%
52373 · Lease Purchase	0.00	0.00	0.00	0.0%
52440 · Special Department Expenses	0.00	0.00	0.00	0.0%
52550 · Spec. Dept. Tax Admin. Fee	0.00	0.00	0.00	0.0%
52574 · Spec. Dept. Fire Prevention	0.00	100.00	-100.00	0.0%
52700 · Spec. Dept. Training	267.00	3,500.00	-3,233.00	7.6%
52710 · Spec. Dept. Medical Supplies	0.00	2,500.00	-2,500.00	0.0%
52740 · Travel - Routine	0.00	0.00	0.00	0.0%
52750 · Travel - Special	0.00	1,250.00	-1,250.00	0.0%
52780 · Utilities	1,191.13	10,000.00	-8,808.87	11.9%
52840 · Contingencies	0.00	0.00	0.00	0.0%
52960 · Fire Calls	0.00	0.00	0.00	0.0%
66000 · Payroll Expenses	2,723.52			
<b>Total Expense</b>	<b>512,837.04</b>	<b>278,288.00</b>	<b>234,549.04</b>	<b>184.3%</b>
<b>Net Income</b>	<b>-53,985.15</b>	<b>96,706.61</b>	<b>-150,691.76</b>	<b>-55.8%</b>





OFFICE OF THE  
**COUNTY COUNSEL**  
COUNTY OF PLUMAS

Plumas County Courthouse  
520 Main Street, Room 302  
Quincy, California 95971-9115  
Phone: (530) 283-6240 Fax: (530) 283-6116

GRETCHEN STUHR  
COUNTY COUNSEL  
SARA G. JAMES  
DEPUTY COUNTY COUNSEL  
JOSHUA BRECHTEL  
DEPUTY COUNTY COUNSEL  
KRISTINA ROGERS  
PARALEGAL

Date: October 3, 2022

To: Special Districts and other located in Plumas County

From: Plumas County Counsel's Office on behalf of the Plumas County Board of Supervisors

Re: **2022 Local Agency Biennial Notice to review Conflict of Interest Code**

Due to unforeseen circumstance Plumas County is late on sending these notices out. Please return them to County Counsel by November 3, 2022.

The Political Reform Act of 1974 requires every local government agency such as yours to have a "Conflict of Interest Code"<sup>1</sup> and review it each even-numbered year. Your Conflict of Interest Code designates positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. Pursuant to Government Code Section 87306.5, this is notification that your Conflict of Interest Code needs to be reviewed to determine if it is accurate or if changes are needed.

**Please complete the following no later than November 3, 2022:**

1. Locate and review your agency's resolution adopting the Conflict of Interest Code ("Resolution") and Appendix – Position Allocation List – Part 1 ("Appendix").
2. Complete the enclosed 2022 Local Agency Biennial Notice.
3. Amend your agency's Conflict of Interest Code if necessary (refer to the enclosed sample Resolution and Appendix if your agency does not have a current Resolution and Appendix or you cannot locate your agency's current Resolution and Appendix).
4. **Send the completed 2022 Local Agency Biennial Notice, and a copy of your agency's Resolution and Appendix to: Board of Supervisors, c/o County Counsel, 520 Main St., Room 302, Quincy, CA 95971. (Please retain the original Resolution and Appendix for your files.)**

The Plumas County Board of Supervisors is designated the code reviewing body of all local agencies' *Conflict of Interest Code*. No newly adopted or amended Resolution is effective until approved by the code reviewing body.

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<sup>1</sup> Gov. Code §§ 87300, and following

A copy of your agency's **current or amended Resolution, Appendix, and the enclosed 2022 Local Agency Biennial Notice** must be returned to the Board of Supervisors, c/o County Counsel's Office **before November 3, 2022.**

If your agency **fails to respond to this Notice within the time provided**, the Plumas County Board of Supervisors, as your agency's "code reviewing body" may issue an appropriate order to your agency, or the Board of Supervisors may take any other appropriate action, including the adoption of a conflict of interest code for your agency.<sup>2</sup>

If you have any questions regarding this notice, please contact Kristina Rogers, County Counsel's Office at (530) 283-6240.

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<sup>2</sup> Gov. Code § 87304

**2022 Local Agency Biennial Notice**  
**Directing Review of Conflict of Interest Code**

Steps to Compliance:

1. Find your agency's current Conflict of Interest Code in your files.
2. Look at your agency's Conflict of Interest Code and decide if any changes are needed. (Note: If you are unable to locate a copy of your agency's Conflict of Interest Code, you will be required to complete a new Resolution Adopting or Amending Conflict of Interest Code and Appendix and have it adopted by your agency's Board.) **(A sample Resolution and Appendix is included with this packet.)**
3. If no changes are needed to your agency's Conflict of Interest Code, check the box "No Amendment is Required" on the enclosed 2022 Local Agency Biennial Notice, sign and date the Notice and return it, **along with a copy of your Agency's Adopting (or Amending) Conflict of Interest Code** to: Board of Supervisors, c/o County Counsel, 520 Main Street, Rm 301, Quincy, CA 95971.
4. If changes are needed to your agency's Conflict of Interest Code:
  - a. Mark the appropriate box on the 2022 Local Agency Biennial Notice and sign and date the Notice;
  - b. Make the changes to your agency's Conflict of Interest Code; and
  - c. Adopt the Amended Conflict of Interest Code and send the 2020 Local Agency Biennial Notice and a **copy of your agency's Amended Conflict of Interest Code** to: Board of Supervisors, c/o County Counsel, 520 Main Street, Room 302, Quincy, CA 95971.
  - d. **(A sample Resolution and Appendix Adopting or Amending Conflict of Interest Code is included with this packet.)**
5. Keep the original Conflict of Interest Code for your files as your agency will need to review this Notice, Resolution and Appendix every even-numbered year (2020, 2022, 2024, etc.) and upon request should be available for public inspection.

## 2022 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

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The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2022**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 3, 2022**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2022 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

### **The Local Agency Biennial Notice is not forwarded to the FPPC.**

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

**If you answer yes, to any of the questions below, your agency's code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](https://www.fppc.ca.gov).

## 2022 Local Agency Biennial Notice

Name of Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) \_\_\_\_\_

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

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### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

RESOLUTION NO. 2022 - \_\_\_\_\_

A RESOLUTION ADOPTING THE CONFLICT OF INTEREST CODE  
FOR \_\_\_\_\_ DISTRICT

**WHEREAS**, the Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes; and,

**WHEREAS**, the Fair Political Practices Commission [“FPPC”] has adopted regulation 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference, and which will be amended by the FPPC to conform to statutory amendments of the Political Reform Act, after public notice and hearings conducted by the Fair Political Practices Commission; and,

**WHEREAS**, this Board of Directors wishes to adopt its agency’s conflict of interest code,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors,  
\_\_\_\_\_, District, as follows:

1. The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the **attached Appendix** in which officers and employees are designated and disclosure categories are set forth, are hereby adopted and incorporated by reference here and constitute the Conflict of Interest Code for this agency.
2. Persons holding designated positions shall file statements of economic interest Form 700, pursuant to Section 18730(b)(4) of the California Code of Regulations.
3. **Officials Who Manage Public Investments:**  
It has been determined that the positions of **Board Members** and **Managers** manage public investments and will file a statement of economic interests, Form 700 pursuant to Government Code Section 87200.
4. Designated employees shall file their statements with the Secretary of their district who shall make the statements available for public inspection and reproduction (Gov. Code Section 81008).
5. Failure to file the required statement in a timely fashion may result in the

imposition of monetary sanctions under Government Code Section 91013(a).

The foregoing resolution was duly passed and adopted by the Board of Directors of \_\_\_\_\_ District, at a regular meeting of said board held on \_\_\_\_\_, 2022, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
CHAIRPERSON, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary



## APPENDIX

### POSITION ALLOCATION LIST - PART 1

Designated Positions  
(List positions NOT individual names)

Assigned  
Disclosure Category

### DISCLOSURE CATEGORIES - PART 2

#### Category 1

Designated employees assigned to this category must report:

- (a) All interests in real property;
- (b) Investments and business positions in business entities or income from sources which engage in the acquisition or disposal of real property within the jurisdiction; and
- (c) Investments and business positions in any business entity or income from any source which: (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or (2) which manufacture, sell or provide supplies, materials, books, machinery, services or equipment of the type utilized by the District.

#### Category 2

Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The Manager of the District may determine, in writing, that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement to the extent of disclosure requirements. Such determination shall be a public record.



# Beckwourth Fire District

180 Main Street  
Beckwourth, CA 96129  
Email: [bfpd@beckwourthfire.com](mailto:bfpd@beckwourthfire.com)  
Website: [beckwourthfire.com](http://beckwourthfire.com)  
(Station 1 - Beckwourth)

Phone (530) 832-1008

Fax (530) 832-5828

## RESOLUTION NUMBER 2018-002

### A RESOLUTION ADOPTING THE CONFLICT OF INTEREST CODE FOR BECKWOURTH FIRE DISTRICT

**WHEREAS**, the Political Reform Act (Government Code Section 81000-91015) and accompanying regulations (California Code of Regulations, Title 2, Division 6, Section 18000, et seq.) require each local government agency in Plumas County to have an up-to date Conflict of Interest Code adopted by the governing body of the agency, and,

**WHEREAS**, the Fair Political Practices Commission ("FPPC") has adopted regulation 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code and can be incorporated by reference, and which will be amended by the FPPC to conform to statutory amendments of Political Reform Act, after public notice and hearings conducted by the Fair Political Practices Commission; and

**WHEREAS**, this Board of Directors wishes to adopt its agency's conflict of interest code,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Beckwourth Fire District, as follows:

1. The terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the attached Appendix in which officers and employees are designated and disclosure categories are set forth, are hereby adopted and incorporated by reference here and constitute the Conflict of Interest Code for this agency.
2. Persons holding designated positions shall file statements if economic interest Form 700, pursuant to Section 18730(b)(4) of the California Code of Regulations.
3. Designated employees shall file their statements with the agency, which shall make the statements available for public inspection and reproduction (Gov. Code Section 81008). Upon receipt of the statements of the **governing board members and manager**, the agency shall retain on file. Statements for all other designated employees will be retained by agency.

## **APPENDIX**

### **POSITION ALLOCATION LIST – PART 1**

#### **Designated Positions**

#### **Assigned Disclosure Category**

**Board Members**  
**Fire Chief/General Manager**  
**Board Secretary/Administrative Assistant**

**Category 1**  
**Category 1**  
**Category 1**

### **DISCLOSURE CATEGORIES – PART 2**

#### **Category 1**

Designated employees assigned to this category must report:

- (a) All interests in real property;
- (b) Investments and business positions in business entities or income from sources which engage in the acquisition or disposal of real property within the jurisdiction; and
- (c) Investments and business positions in any business entity or income from any source which: (1) are contractors or subcontractors engaged in the performance of work or services of the type utilized by the District, or (2) which manufacture, sell or provide supplies, materials, books, machinery, services or equipment of the type utilized by the District.

#### **Category 2**

Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The Manager of the District may determine, in writing that a particular consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon description, a statement to the extent of disclosure requirements. Such determination shall be a public record.

**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.*