

Minutes for October 21, 2021

Beckwourth Fire District

- 1. Board members may attend this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20 and in person. Members of the public were able to join the meeting via Zoom live streaming. Board Meeting called to order at 6:30 PM by Daniel Smith.**
- 2. Roll Call: Board Members:** Daniel Smith – here, Denisece Downs - absent, Gay Miller – here, Daniel Greenwood - here. **Board Secretary:** Mercadez Flewell, **Fire Chief:** Bret Russell, **Safety Officer:** Absent, **Division Chief:** Absent, **BEC members:** Ruben Villa, Scott Thompson, Scott Hiatt, Bill Apper **Public:** Tom Cooley, Stan Peiler
- 3. The Pledge of Allegiance:** Recited by all.
- 4. Approval of Minutes** for the Board Meetings held April 15, May 20, June 17, and August 5, 2021. There were no comments or corrections needed, Gay Miller **motioned to approve the minutes** from the prior months, and Daniel G. seconded. Daniel S. – yes, Denisece – Absent, Gay – yes, Daniel G. – yes. All in favor, **motion passed without objection.**
- 5. Approval of the Account Revenues, Expenditures, and Balance Sheet for months of Period 13, July 2021, August 2021, and September 2021.** There were no comments or corrections needed, there had been one minor discrepancy with the period 13 expenditures when balancing, however the Secretary was able to explain the discrepancy and how it was corrected prior to bringing it in to be reviewed. Gay Miller **motioned to approve the revenues, expenditures, and balance sheet** from the prior months, and Daniel G. seconded. Daniel S. – yes, Denisece – Absent, Gay – yes, Daniel G. – yes. All in favor, **motion passed without objection.**
- 6. Public Comment:** Daniel Smith thanked all the Firefighters for their service during this extremely busy fire season. The Department covered all calls from Beckwourth and Portola during the Dixie fire and the Beckwourth fire. The Department also provided structure protection, Fire, and safety duty for sixty days at the Nerveno flight operations during the Dixie fire. Additionally, we staffed Portola’s South side station for 17 days under the CAL OES strategic positioning program during the Dixie fire! This was an amazing accomplishment for the department and the community! Denisece Downs resigned as a board member, she has provided many years of service and BFD will be working on a tribute to her. BFD received a few donations, thank you letters will be written and sent out. Bill Apper asked if we will be addressing the Auxiliary in this meeting, it is item 16, and he is willing to address it then.
- 7. Consent Agenda: None**
- 8. Chief’s Report:** BFD had a total of 43 calls, 28 in Portola and 15 in Beckwourth. BFD has picked up all the apparatus that was approved in the last board meeting. BFD has done checks on these rigs and one of the new water tenders BFD will need to work on a new drive shaft for the water pump which is estimated at \$1,500.00. Kenny Osburn will be transporting the other water tender back to BFD from SO. Cal. The 2007 American La France needed some piping; however, City of Sparks, who BFD bought the engine from, was able to give that piping to BFD, BFD is targeting having this engine ready to be in service within the next month. Every fire Department is now responsible to do fire inspections of commercial buildings. Greg Ryan a building Fire inspector will be coming out on October 25, 2021 to provide training for BFD with the computerized Apex Building Inspection Program. There is a Homecoming Parade for PHS on the 23rd, there will be 4 pieces of Apparatus in the parade. The 1st Monday of every month BFD has their business meetings, BFD has started to do officers meetings as well to address all calls and issues for the previous month. BFD will also be working on updating all operational policies at these officers’ meetings. BFD has been awarded with a regional AFG Grant for SCBA (Self Contained Breathing Apparatus). It includes BFD, City of Portola, Eastern Plumas Fire Department, and Long Valley Fire Department.
- 9. Secretary’s Report:** The Secretary read a thank you letter from a person in Oregon who had been here on vacation, she felt it would be nice to share since it came from such a long way. Mercadez also shared the annual letter from BFD’s attorney that goes over their rates.
- 10. Discussion and Possible Action:** Moving Monthly Board meetings to the 3rd Wednesday of each month. BFD’s board and employees have tried to change this date numerous times to different days however they kept running in to issues, this day seems to be the only one that will work efficiently. No objections to this day for the changes. Gay Miller **motioned to approve** the day change; Daniel G. seconded. Daniel S. – yes, Denisece – Absent, Gay – yes, Daniel G. – yes. All in favor, **motion passed without objection.**

11. **Discussion and Possible Action:** Ab361 New Rules for Virtual Board Meetings. Daniel Smith explained that this had expired and went over the information that was provided in the board packet. At this time this isn't something that BFD will need to address at this meeting however this is something that will need to be addressed at every board meeting.
12. **Discussion and Possible Action:** Request for Proposal for new Auditor. The auditor that BFD had been using prior years has passed and the firm notified BFD that they will not be able to do BFD's audit anymore. Daniel S., Mercadez, and Susan S. all worked together to get an RFP put together. Mercadez provided the RFP that was issued out for BFD to find a new Auditor. BFD received two good proposals, Mercadez, Daniel S., Bret and Susan S. all reviewed these, and we recommend Zach as the new Auditor. Daniel G. **motioned to approve the new auditor;** Gay Miller seconded. Daniel G. seconded. Daniel S. – yes, Denisece – Absent, Gay – yes, Daniel G. – yes. All in favor, **motion passed without objection.**
13. **Discussion and Possible Action:** Uniforms and Badges for existing/new personnel. Bret has brought up that the current uniforms and badges that BFD is using they are very outdated. Bret has looked into new uniform shirts, badges. There is an estimated price including a machine to produce update IDs for staff, it is estimated at \$6,500.00. At this time Daniel S. has asked Bret to purchase as much as he can within his already approved budget, and to come back to the next board meeting with more of an itemized price list of other items he'd like to purchase for Board approval.
14. **Discussion and Possible Action:** Sale/Surplus Fire Apparatus. BFD has a water tender as well as a fire Engine that they are looking to sale. Daniel S. has asked both rigs to have a minimum bid put on them and to move forward on the sale of each apparatus. Per the Policy of selling apparatus, BFD would like each person that is interested in the rig to provide a check with their bid. This will help ensure that the person who bids cannot change their initial bid.
15. **Update of:** Posting for Vacant Board Position. BFD board has two open vacancies. BFD will be working on posting the vacancies, there is a minimum of 15 days that is needs to be posted. If a person is interested, they will need to submit a letter of interest within the 15-day period, as well as be registered to vote in Plumas County and must live in the district. BFD will be getting this done as quickly as possible so that BFD is able to appoint two new Board member at the November meeting.
16. **Update of:** Auxiliary group activities. Bill Agger a member of BFD is also an Attorney, he put together a non-profit packet for the Auxiliary. Daniel S. investigated the pros and cons that this could bring the Auxiliary. There are many things that came up that could cause issues and Daniel S. called BFD's attorney to see what his thoughts were on this. To have an Auxiliary that is non-profit, they cannot use BFD's name, the auxiliary would also need to be very careful with who is running it or part of as there is a huge conflict of interest when they are on the department and the auxiliary. While Daniel spoke with the attorney there was an option that was discussed where this would still be able to be a part of the department and that seems to be the most promising way to move forward. Bill Agger was able to enlighten the board of his experience of how these non-profits have worked, he has seen particularly good things come from them, but he understands the hesitance of moving forward. Daniel S. will continue to work on the many ways that BFD can have this and see which one will benefit the department the best and bring it to the Board. Bret thanked Bill for putting together the Non-profit. Tom Cooley mentioned he'd be willing to meet with Daniel and Bill to discuss the issues City of Portal Fire had with their separate Auxiliary.
17. **Update of:** Cal Card Credit Card for department. Mercadez will complete the application for the Cal Card. This has many benefits to the department. BFD is needing to have move of the ability to use a credit card that doesn't have so many restrictions.
18. **Update of:** QuickBooks setup and Conversion. Daniel S. reviewed the letter that he wrote to Julie white who works with the county. She is the person BFD will need to work with to separate our finances from the county. Julie has not gotten back to Daniel; he will continue to reach out to her. Susan S. is helping BFD with the setup of QuickBooks; however, she is going to wait a bit to see how BFD is doing in the process of separating from the county before getting QuickBooks completely setup.
19. Daniel S. brought up that the clerk position is extremely critical, with the department looking into separating from the county and having more responsibilities it would be extremely helpful to see if the board would approve a second clerk for 8 hours a week. Currently in the budget it is \$17,000, if this is approved there would need to be an extra \$2,500 moved to the clerical portion of the budget, the \$2,500 will be moved from the contingency fund to the clerical fund in the budget. Daniel S. motioned to approve the hire of a second clerk and adjust the budget, Gay Miller Seconded. Daniel S. – yes, Denisece – Absent, Gay – yes, Daniel G. – yes. All in favor, **motion passed without objection.**
20. **Update of:** LESSG Consolidation Project. The last update was after the RFP responses had been closed and all parties involved got to go over the proposals and interview the consultants. After much consideration and interviews, the company chosen was Planned West Partners. The selection committee was Daniel S. Tom Cooley, and Rich McLaughlin. Planned West is a California based organization and understands the LAFCo process of the consolidation, which is a huge benefit to this process. All Districts that are involved in the consolidation have been forthcoming and have presented the information to

the public at their individual Board meetings. Eastern Plumas Fire Department pulled out of the consolidation. November 4th is the kickoff meeting with the consultant to get things rolling.

- 21. **Update of:** Portola City Council Liaison Monthly Report. No report.
- 22. **Update of:** Report on Coronavirus/Policies and Procedures. In Plumas County there is still a mask mandate, BFD will need to continue the policies they have in place.
- 23. **Update of:** Report on water use from Grizzly Ranch. In August it was 850 Gallons, not usage for September.
- 24. **Update of:** Grizzly Ranch Fundraiser. The Golf Course really appreciated the support they received from BFD and have already started to work on the next Fundraiser for 2022.
- 25. **Division Chiefs' Report:** The division Chief was absent from the meeting however he had the secretary read a letter he wrote. The Division Chief thanks all the Volunteers for their service as well as the office staff, board members and electric company for all their help in the support given during this extreme fire Season.
- 26. **Battalion Chiefs' Report: No Report.**
- 27. **Safety Officer's Report: No Report.**
- 28. **Directors Reports:**
- 29. **Old Business: None.**

New Business: Captain Scott Hiatt would like to address how the Strike Team Pay, Airport Duty, and Preposition is all paid out, and if there is a way to receive payment prior to getting paid for federal/Government fires. Bret instructed Captain Hiatt to discuss things with Captain Fatheree as he has been mocking up something for this. Daniel agreed that it makes sense to establish a reserve fund for Strike Team assignments so that staff could receive partial payments at the time of the assignment and the balance when the District receives the payment.

NEXT MEETING DATE: November 18, 2021, at 6:30 p.m.

30. **Adjournment:** Daniel S. adjourned the meeting at 8:43 p.m.

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 **October 21, 2021**, ARE CORRECT AS RECORDED.

Mercadez Flewell, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for October 2021

Daniel Smith: _____ Date: _____

Gay Miller: _____ Date: _____

Daniel Greenwood: _____ Dater: _____