



Beckwourth Fire District

AGENDA

Regular Meeting

March 20, 2024 06:30 PM

180 Main St, Beckwourth, CA 96129

<https://www.beckwourthfire.com>

Board of Directors

Chair Rachel Brothers • Vice Chair Daniel Greenwood • Director Tyler McGarr • Director John Reynolds

RULES AND PROCEDURES OF THIS BOARD

The Board reserves the right to address items out of order as they are listed on the Agenda.

Any person desiring to address the Board on any item on the agenda may do so during public comment period for that agenda item.

REASONABLE ACCOMMODATIONS

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.

1. Call to Order

A. Roll Call

B. Pledge of Allegiance

2. Public Comments

☒ **Discussion**  [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 3 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

☒ **Discussion** ☒ **Possible Action**  [Comment](#) [View Item](#)

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 February 21, 2024 Board Meeting Minutes.

B. Approval of Account Revenues and Expenses, Balance Sheet, Expenses by vendor detail, Profit and Loss Budget vs Actual, and Plumas Bank Check Register for February 2024

4. Sealed Bid Auction for Surplus Equipment

☒ Discussion  [Comment](#)

Late submission of bid, discuss whether or not to accept the late bid or continue with Bid Cal.

Military Generators

5. Department Staff Reports

☒ Discussion  [Comment](#)

Updates from the Chief, Department Staff, Duty Officers, Safety Committee, Equipment Committee, Training Committee and others as necessary.

A. Chief's Report-

-Call Logs

-Grizzly Ranch APN

B. Admin Report

C. Department Staff Reports

6. Directors Reports

☒ Discussion  [Comment](#)

Reports from Directors if any.

7. Beckwourth Peak Update

☒ Discussion  [Comment](#)

Members of the Beckwourth Peak FPD will provide updates on progress made by the new district.

8. EPRFPD Bill For Services

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Board to discuss the delinquent bill to EPRFPD and how to proceed. Discuss and possibly approve demand letter from BBK.

9. EPHC Contract Discussion

☒ Discussion ☒ Possible Action  [Comment](#) [View Item](#)

Discussion on our expired agreement with Eastern Plumas Health Care.

10. Correspondence

☒ **Discussion** ☒ **Possible Action**  [Comment](#) [View Item](#)

Communications from public members that are of interest to the Board

A. Thank you letter From Ms. Sims

B. Thank you letter from Ms. Sims

11. Future Agenda Items

☒ **Discussion**  [Comment](#)

12. Next Board Meeting

☒ **Discussion**  [Comment](#)

The next regularly scheduled Board Meeting to be held April 17th, or consider April 24th, 2024 at 6:30 pm

13. Adjournment



Beckwourth Fire District
Minutes
Regular Meeting
February 21, 2024 06:30 PM
180 Main St, Beckwourth, CA 96129
<https://www.beckwourthfire.com>

1. Call to Order

The meeting was called to order at 6:30 pm by Chair Rachel Brothers.

A. Roll Call

Present: Chair Rachel Brothers, Director Tyler McGarr, Director John Reynolds

Absent: Vice Chair Daniel Greenwood

B. Pledge of Allegiance

Lead by Chair Rachel Brothers

2. Public Comments

There was one public comment commending Bruce Lackenbauer for the time and work he has been putting into the District.

3. Consent Agenda

A. Approval of January 24th, 2024 Board Meeting Minutes.

B. Approval of Account Revenues and Expenses, Balance Sheet, Expenses by vendor detail, Profit and Loss Budget vs Actual, and Plumas Bank Check Register for January 2024

Director John Reynolds motioned to approve. A second was made by Director Tyler McGarr.

The roll call vote:

Aye Chair Rachel Brothers Aye Director Tyler McGarr Aye Director John Reynolds Absent Vice Chair Daniel Greenwood

4. Sealed Bid Auction for Surplus Equipment

All submitted bids were opened with the following winners being determined:

- 1) Military Generator was awarded to Rick Gerbo, winning bid in the amount of \$ 2605.00
- 2) Ford F350 was awarded to Scott Hiatt, winning bid was in the amount of \$2000.00
- 3) Studded tires were awarded to Cole Sharp, winning bid in the amount of \$200.

All winners will be given a Notice of Award.

5. Department Staff Reports

A. Chief's Report-

- Call Logs
- South Side Garage Door Opener

Interim Chief Kenny Osburn reported out on the following items:

- Call Logs- BFD responded to a total of 40 calls- 21 to Portola, 4 to Beckwourth, 1 to Gold Mountain, 1 Mutual Aid, and 13 to EPRFPD
- BFD's training for the months of January and February will be focused on ice rescues, and propane safety.
- We have received two quotes for the garage doors at stations 2 and 4, one from ***** for \$2000 and the other from Sierra Garage Door for a couple hundred dollars, we will be going with the later company for service and repairs.
- BFD was awarded a 50/50 grant from ***** for a total reimbursement of \$19,830.30
- BFD received payment from OES and were able to reimburse the reserve fund that is used to pay our firefighters when they are working OES fires, there is an additional 10% admin fee which was deposited into the general fund. Apparatus #9477 earned \$32,000 while on the fire as well.
- Safety Officer Floyd Meyers will be conducting station inspections over the coming weeks.

B. Finance Manager Report

Finance Manager Carol Logan reported out on the following items:

- BFD received our final tax apportionment check from the county in the amount of \$34,890.94.
- Carol also announced that she will be taking a leave of absence and Administrative Officer Heather Grant will be absorbing her duties until further notice.

C. Department Staff Reports

No department staff members had anything to report at this meeting.

6. Directors Reports

There were no reports given by Board Directors.

7. Report on hydrant water use from Grizzly Ranch

No water usage from the Grizzly Ranch Hydrant was reported. Directors requested this line item be removed.

8. Beckwourth Peak Update

Vice-President of the Beckwourth Peak Fire Protection District provided the following updates on the progress of the new district:

- The district has completed the announcement of Chief Officer position and will be publishing and seeking applicants starting 2.21, the application will close on 3.29.24.
- Each district that will make up the new district has begun the process of transferring their assets to the new district.

Sierra Valleys accounts could reportedly take between 4-6 weeks to transfer from the County

Portola will be issuing \$70,000 of shared tax revenues

Gold Mountain has promised a check in the amount of \$75,000

Beckwourth Fire has been requested to transfer \$200,000.00 as soon as the new districts bank accounts are ready.

9. EPRFPD Bill For Services

EPRFPD reportedly is waiting to hear back from the Sheriffs Dispatch to confirm the calls from their district were in fact responded to by BFD before they issue any payment on the outstanding invoices. Chief Osburn reported that the total of calls is now up to 93, and asked the Board to make a recommendation on what action to take moving forward. The board recommended that legal council be included in this discussion, and to seek advise on how to best proceed with this issue.

10. Resolution 2024.01 Resolution To Transfer Funds To Beckwourth Peak Fire Protection District

Resolution 2024.01 Approval of Transfer of Funds to BPFDP was approved after revisions, in the amount of \$200,000.00. A motion was made by Director McGarr, Seconded by Director Reynolds, and approved by the following vote

Chair Brothers: Aye

Director McGarr: Aye

Director Reynolds: Aye

11. Request for Approval of Repairs

A motion was made to allow the expenditure of \$14,897.64 in order to repair #9477

Director John Reynolds motioned to approve. A second was made by Director Tyler McGarr.

The motion passed with the following vote:

 3 **In Favor** **Opposed**
 Abstained 1 **Absent**

12. Fire Wise Community Discussion

This line item was moved to the end of the meeting, although no one from fire wise was present at the meeting to conduct the community discussion.

13. Future Agenda Items

-Beckwourth Peak FPD Updates

-Eastern Plumas RFPD Updates

-APN for Station 2 is not accurate and will need to be corrected with the County.

14. Next Board Meeting

The next regularly scheduled board meeting will be held on March 20th, 2024 at 6:30 pm

15. Adjournment

Director McGarr made a motion to adjourn, motion was seconded by Director Reynold, all in favor. Meeting was adjourned at 8:03 pm.

3:09 PM

03/13/24

Accrual Basis

Beckwourth Fire District
Balance Sheet
As of February 29, 2024

| | Feb 29, 24 |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10000 · Plumas Bank Operations 1605 | 126,305.16 |
| 100300 · Plumas Bank BF Dept.. Aux. 3735 | 7,456.80 |
| 10100 · Plumas BankSavings Reserve 3672 | 458,524.05 |
| Total Checking/Savings | 592,286.01 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 24,649.85 |
| Total Accounts Receivable | 24,649.85 |
| Other Current Assets | |
| 10010 · Petty Cash | -84.78 |
| Total Other Current Assets | -84.78 |
| Total Current Assets | 616,851.08 |
| Fixed Assets | |
| 16000 · Land-Station 1 | 16,301.00 |
| 16020 · Building Station 1 | 446,996.00 |
| 16030 · Equipment Station 1 | 47,855.00 |
| 16040 · Land Station 2 | 1.00 |
| 16050 · Building Station 2 | 405,169.00 |
| 16060 · Equipment Station 2 | 2,273.00 |
| 16070 · All Vehicles | 136,476.00 |
| 17000 · Accumulated Depreciation | -666,534.00 |
| Total Fixed Assets | 388,537.00 |
| TOTAL ASSETS | 1,005,388.08 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 154.66 |
| Total Accounts Payable | 154.66 |
| Credit Cards | |
| 27000 · CALCARD Visa | 3,092.94 |
| Total Credit Cards | 3,092.94 |

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Accrual Basis

Beckwourth Fire District
Balance Sheet
As of February 29, 2024

| | Feb 29, 24 |
|---|---------------------|
| Other Current Liabilities | |
| 24000 · Payroll Liabilities | 5,330.31 |
| Total Other Current Liabilities | 5,330.31 |
| Total Current Liabilities | 8,577.91 |
| Total Liabilities | 8,577.91 |
| Equity | |
| 32000 · Retained Earnings | 325,223.39 |
| 32001 · Unassigned Fund balance | 256,061.00 |
| 32100 · AssignedCapital Improv. Reserve | 35,000.00 |
| 32150 · Assigned Working Reserve | 10,000.00 |
| 32200 · Assigned Emergency Fund | 5,000.00 |
| 32250 · Assigned Strike Team Reserve | 25,000.00 |
| 33000 · Investments in Fixed Assets | 388,537.00 |
| Net Income | -48,011.22 |
| Total Equity | 996,810.17 |
| TOTAL LIABILITIES & EQUITY | 1,005,388.08 |

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Accrual Basis

Beckwourth Fire District

Expenses by Vendor Detail

February 2024

| Type | Date | Num | Memo | Account | Amount |
|------------------------------------|------------|----------|-------------------------|------------------------|-----------|
| 7-11 | | | | | |
| Credit Card ... | 02/13/2024 | 0893 | | 52110 · Vehicle Fuel | -99.82 |
| Total 7-11 | | | | | -99.82 |
| AT&T Calnet 3 | | | | | |
| Bill | 02/12/2024 | 21241... | 1/12-2/11/24 Bill | 52020 · Communica... | -97.89 |
| Total AT&T Calnet 3 | | | | | -97.89 |
| Beckwourth CSA | | | | | |
| Bill | 02/26/2024 | 22624 | Monthly Sewer Charge | 52780 · Utilities | -44.50 |
| Total Beckwourth CSA | | | | | -44.50 |
| Daily Dispatch | | | | | |
| Credit Card ... | 02/26/2024 | 4520 | Beck Peak Fire Chief Ad | 52170 · Miscellaneo... | -405.00 |
| Total Daily Dispatch | | | | | -405.00 |
| EDD | | | | | |
| Deposit | 02/26/2024 | 1342/... | Overpayment | 51070 · Unemploym... | 207.52 |
| Total EDD | | | | | 207.52 |
| Headwaters Bistro | | | | | |
| Check | 02/05/2024 | 4 | Business Meeting | 52745 · Meetings/M... | -562.80 |
| Total Headwaters Bistro | | | | | -562.80 |
| High Sierra Gas | | | | | |
| Bill | 02/06/2024 | U0423... | | 52780 · Utilities | -515.01 |
| Bill | 02/20/2024 | u0019... | | 52780 · Utilities | -610.17 |
| Bill | 02/27/2024 | U0423... | | 52780 · Utilities | -436.02 |
| Total High Sierra Gas | | | | | -1,561.20 |
| Hunt & Sons, Inc. | | | | | |
| Bill | 02/26/2024 | | | 52110 · Vehicle Fuel | 0.00 |
| Bill | 02/27/2024 | 867641 | | 52110 · Vehicle Fuel | -881.15 |
| Bill | 02/29/2024 | 892639 | | 52110 · Vehicle Fuel | -481.47 |
| Total Hunt & Sons, Inc. | | | | | -1,362.62 |
| Intermountain Disposal, INC | | | | | |
| Bill | 02/29/2024 | 245424 | February Services 2024 | 52130 · Maintenanc... | -45.73 |
| Total Intermountain Disposal, INC | | | | | -45.73 |

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Accrual Basis

Beckwourth Fire District

Expenses by Vendor Detail

February 2024

| Type | Date | Num | Memo | Account | Amount |
|---|------------|-----------|------------------------------|-------------------------|---------|
| Jefferson Supply Company | | | | | |
| Bill | 02/13/2024 | 51228 | Water Adapter 9431,9477,9424 | 52124 · Tools and E... | -376.45 |
| Total Jefferson Supply Company | | | | | -376.45 |
| Leonards Market | | | | | |
| Bill | 02/05/2024 | 55 | | 52170 · Miscellaneo... | -49.14 |
| Bill | 02/21/2024 | 23 | Station Water | 52040 · Household ... | -23.96 |
| Total Leonards Market | | | | | -73.10 |
| Maverik | | | | | |
| Credit Card ... | 02/05/2024 | 42169... | | 52110 · Vehicle Fuel | -100.44 |
| Credit Card ... | 02/26/2024 | 42170... | fuel | 52110 · Vehicle Fuel | -79.37 |
| Total Maverik | | | | | -179.81 |
| NAPA Sierra | | | | | |
| Bill | 02/05/2024 | 273163 | | 52092 · Maintenanc... | -11.78 |
| Total NAPA Sierra | | | | | -11.78 |
| Plumas-Sierra REC | | | | | |
| Bill | 02/29/2024 | 1/16-2... | 1/16/24-2/1524 | 52780 · Utilities | -282.66 |
| Total Plumas-Sierra REC | | | | | -282.66 |
| Plumas-Sierra Telecommunications | | | | | |
| Bill | 02/29/2024 | 3/1-3/... | | 52020 · Communica... | -60.00 |
| Total Plumas-Sierra Telecommunications | | | | | -60.00 |
| Plumas Ace Harware Inc | | | | | |
| Bill | 02/05/2024 | 517091 | | 52130 · Maintenanc... | -21.44 |
| Bill | 02/20/2024 | 519780 | Cleaning Supplies | 52040 · Household ... | -82.90 |
| Total Plumas Ace Harware Inc | | | | | -104.34 |
| QuickBooks Payroll Service | | | | | |
| Credit Card ... | 02/20/2024 | 2439805 | Fuel 9400 | 52110 · Vehicle Fuel | -104.11 |
| Credit Card ... | 02/26/2024 | 92417... | Monthly Payroll | 52190 · Professional... | -84.00 |
| Credit Card ... | 02/27/2024 | P1-92... | employee per pay period | 52180 · Office Expe... | -84.00 |
| Total QuickBooks Payroll Service | | | | | -272.11 |
| Smile Business Products, Inc. | | | | | |
| Bill | 02/26/2024 | 1181476 | 2/28-3/27/24 | 52180 · Office Expe... | -108.49 |
| Total Smile Business Products, Inc. | | | | | -108.49 |

Beckwourth Fire District
Expenses by Vendor Detail
February 2024

| Type | Date | Num | Memo | Account | Amount |
|---|------------|----------|-----------------|-------------------------|------------------|
| Streamline | | | | | |
| Bill | 02/01/2024 | 78F24... | | 52020 · Communica... | -63.00 |
| Total Streamline | | | | | -63.00 |
| The Hub Community Fitness Center | | | | | |
| Bill | 02/01/2024 | 0224 | Gym Memberships | 52700 · Spec. Dept. ... | -175.00 |
| Total The Hub Community Fitness Center | | | | | -175.00 |
| the Mark | | | | | |
| Credit Card ... | 02/27/2024 | 072498 | #9400 Fuel | 52110 · Vehicle Fuel | -100.95 |
| Total the Mark | | | | | -100.95 |
| Verizon Wireless | | | | | |
| Bill | 02/13/2024 | 99556... | | 52020 · Communica... | -52.30 |
| Total Verizon Wireless | | | | | -52.30 |
| TOTAL | | | | | -5,832.03 |

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Accrual Basis

Beckwourth Fire District
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

| | Jul '23 - Jun 24 | Budget | % of Budget |
|---|------------------|------------|-------------|
| Income | | | |
| Other Revenue | | | |
| 43010 · Interest-Invested Funds | 2,539.74 | 331.97 | 765.1% |
| 44230 · State Homeowners Prop. Tax | 564.34 | | |
| 44423 · Fed. FEMA Strike Team \$ | 101,243.60 | | |
| 44520 · Federal - FS Grizzly Rent | 0.00 | 6,179.56 | 0.0% |
| 44524 · EPHC - Medical Assistance Calls | 29,162.00 | | |
| 45071 · Contract Fire Protection | | | |
| City of Portola | 42,000.00 | 84,000.00 | 50.0% |
| Gold Mountain | 43,790.00 | 58,000.00 | 75.5% |
| Sierra Nevada Journeys | 7,578.88 | 18,000.00 | 42.1% |
| 45071 · Contract Fire Protection - Other | 59,636.80 | 620.00 | 9,618.8% |
| Total 45071 · Contract Fire Protection | 153,005.68 | 160,620.00 | 95.3% |
| 45074 · Report Request Fees | 0.00 | 22.90 | 0.0% |
| 45475 · Training Classes | -19.69 | | |
| 46239 · Donations | 6,230.00 | | |
| 46251 · Reimbursements / Refunds | | | |
| Administration - Incident | 215.70 | | |
| Personnel - Incident | 978.18 | | |
| Vehicle-Incident | 1,172.61 | | |
| 46251 · Reimbursements / Refunds - Other | -630.63 | 31,680.00 | -2.0% |
| Total 46251 · Reimbursements / Refunds | 1,735.86 | 31,680.00 | 5.5% |
| 46623 · Vehicle/apparatus Sales | 5,000.00 | | |
| Other Revenue - Other | 0.00 | 661.71 | 0.0% |
| Total Other Revenue | 299,461.53 | 199,496.14 | 150.1% |
| Tax Revenue | | | |
| 40010 · Current Secured Taxes | 96,966.79 | 137,911.93 | 70.3% |
| 40020 · Current Unsecured Taxes | 6,204.82 | 82,507.01 | 7.5% |
| 40040 · Prior Unsecured Taxes | 37.60 | 4,284.23 | 0.9% |
| 40060 · Interest Plumas Tax Collector | 0.00 | 327.41 | 0.0% |
| 40070 · Timber Yield Tax | 6.82 | 5.32 | 128.2% |
| 40130 · Supplemental Taxes | 1,152.94 | 3,848.55 | 30.0% |
| 40150 · Special Assessments | 128,280.77 | | |
| Total Tax Revenue | 232,649.74 | 228,884.45 | 101.6% |
| Total Income | 532,111.27 | 428,380.59 | 124.2% |

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Accrual Basis

Beckwourth Fire District
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

| | Jul '23 - Jun 24 | Budget | % of Budget |
|--|------------------|------------|-------------|
| Expense | | | |
| Salaries & Benefits | | | |
| 51000 · Regular Wages | 221,622.50 | 150,000.00 | 147.7% |
| 51070 · Unemployment Insurance | 529.48 | | |
| 51110 · Workers Compensation Insurance | 375.97 | | |
| 66000 · Payroll Expenses | 23,614.20 | 34,725.00 | 68.0% |
| Total Salaries & Benefits | 246,142.15 | 184,725.00 | 133.2% |
| 52005 · Bank charges | 96.28 | | |
| 52010 · Clothing - Personal Supply | 1,432.44 | 7,000.00 | 20.5% |
| 52011 · Clothing - Wildlands / Shelters | 0.00 | 1,000.00 | 0.0% |
| 52020 · Communications | 5,022.93 | 10,000.00 | 50.2% |
| 52040 · Household Expense | 1,630.49 | 1,153.74 | 141.3% |
| 52050 · Insurance | | | |
| Liability | 48,275.10 | 65,910.00 | 73.2% |
| Total 52050 · Insurance | 48,275.10 | 65,910.00 | 73.2% |
| 52090 · Maintenance - Equipment | 1,931.79 | 4,000.00 | 48.3% |
| 52092 · Maintenance - Trucks | 19,984.44 | 17,000.00 | 117.6% |
| 52095 · Repair - Safety Equipment | 2,520.05 | 1,115.86 | 225.8% |
| 52110 · Vehicle Fuel | 13,508.91 | 20,000.00 | 67.5% |
| 52124 · Tools and Equipment | 10,315.81 | 30,000.00 | 34.4% |
| 52130 · Maintenance - Bldg & Grounds | 6,625.93 | 13,000.00 | 51.0% |
| 52140 · Snow Removal | 6,700.00 | 6,000.00 | 111.7% |
| 52160 · Memberships | 1,524.00 | 2,800.00 | 54.4% |
| 52170 · Miscellaneous Expenses | 1,068.05 | 1,160.25 | 92.1% |
| 52180 · Office Expenses | 5,753.66 | 5,000.00 | 115.1% |
| 52190 · Professional Services | | | |
| Administration/Accounting | 9,315.50 | | |
| Legal | 5,698.30 | | |
| Operation Platforms | 5,911.00 | | |
| 52190 · Professional Services - Other | 15,298.28 | 28,000.00 | 54.6% |
| Total 52190 · Professional Services | 36,223.08 | 28,000.00 | 129.4% |
| 52320 · Strike Team Services | 31.19 | | |
| 52373 · Lease Purchase | 586.98 | 1,143.36 | 51.3% |
| 52440 · Department Expenses/ Physicals | 165.00 | 1,480.81 | 11.1% |
| 52550 · Spec. Dept. Tax Admin. Fee | 2,095.94 | 1,199.26 | 174.8% |
| 52560 · Plumas County Property Tax | 1,964.14 | 2,229.06 | 88.1% |
| 52574 · Spec. Dept. Fire Prevention | 0.00 | 1,000.00 | 0.0% |
| 52700 · Spec. Dept. Training | 2,715.82 | 3,800.00 | 71.5% |
| 52710 · Spec. Dept. Medical Supplies | 427.58 | | |
| 52740 · Travel - Routine | -7.27 | | |
| 52745 · Meetings/Meals | 1,745.70 | 1,170.00 | 149.2% |
| 52750 · Travel - Special | 290.76 | | |
| 52780 · Utilities | 10,498.80 | 16,854.86 | 62.3% |

Beckwourth Fire District
Profit & Loss Budget vs. Actual
July 2023 through June 2024

| | Jul '23 - Jun 24 | Budget | % of Budget |
|--------------------------------------|------------------|------------|-------------|
| 52840 · Contingencies | 15,000.00 | | |
| 55000 · Capital Equip. Purchases | 17,995.00 | | |
| 66900 · Reconciliation Discrepancies | 42.12 | | |
| Total Expense | 462,306.87 | 426,742.20 | 108.3% |
| Net Income | 69,804.40 | 1,638.39 | 4,260.5% |

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03/13/24

Accrual Basis

Beckwourth Fire District
Total Month Income and Expense
February 2024

| | <u>TOTAL</u> |
|---|--------------------------|
| Income | |
| Other Revenue | |
| 44524 · EPHC - Medical Assistance Calls | 4,166.00 |
| Total Other Revenue | 4,166.00 |
| Total Income | 4,166.00 |
| Expense | |
| Salaries & Benefits | |
| 51000 · Regular Wages | 30,137.93 |
| 51070 · Unemployment Insurance | -207.52 |
| 66000 · Payroll Expenses | 3,099.11 |
| Total Salaries & Benefits | 33,029.52 |
| 52020 · Communications | 273.19 |
| 52040 · Household Expense | 106.86 |
| 52092 · Maintenance - Trucks | 11.78 |
| 52110 · Vehicle Fuel | 1,847.31 |
| 52124 · Tools and Equipment | 376.45 |
| 52130 · Maintenance - Bldg & Grounds | 67.17 |
| 52170 · Miscellaneous Expenses | 454.14 |
| 52180 · Office Expenses | 192.49 |
| 52190 · Professional Services | 84.00 |
| 52700 · Spec. Dept. Training | 175.00 |
| 52745 · Meetings/Meals | 562.80 |
| 52780 · Utilities | 1,888.36 |
| Total Expense | 39,069.07 |
| Net Income | <u><u>-34,903.07</u></u> |



Joshua Nelson
Partner
(916) 551-2859
joshua.nelson@bbklaw.com

March ____, 2024

**BY CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Teresa Whitfield
Eastern Plumas Rural Fire Protection District
141 Delleker Driv
Portola, CA 96122
eprfpd@att.net

*Re: Services Provided by Beckwourth Fire District in EPRFPD Service Area
from July 2023 to February 2024*

Dear Ms. Whitfield:

This firm serves as General Counsel for the Beckwourth Fire District (hereafter “BFD”). On behalf of BFD, I am writing to you regarding payments due for services provided to residents in EPRFPD’s service area. As an initial matter, although both districts are participating agencies in the Plumas County Fire Chiefs Association Local Fire Service Mutual Aid & Rescue Plan (“Mutual Aid Agreement”), the services provided by BFD in EPRFPD’s service area are outside the scope of the Mutual Aid Agreement.

This letter formally demands payment of **\$17,363.80**, which represents the low end of the amount of expense that BFD has incurred in responding to calls in EPRFPD’s response area. When EPRFPD unilaterally decided to stop servicing residents in June 2023 due to Board vacancies, BFD and another local fire protection district began to be automatically dispatched to all calls within EPRFPD’s response area. Given the urgency of the situation, this was done without any kind of prior approval or prearranged payment plan. In the interest of protecting and serving residents who were left without services in the wake of EPRFPD’s determination to cease operations, BFD and the other district responded to these dispatches, with the understanding that reimbursement would be made for the cost of their services at a later date. Around this time, BFD and the other responding district also reached out to EPRFPD leadership and the President of the Plumas County Fire Chiefs Association, both of whom confirmed that this interim effort to assign other responding agencies to EPRFPD’s service area was *not* covered under the existing Mutual Aid Agreement.

To date, BFD has been dispatched to more than 80 calls for service in EPRFPD’s response area. Efforts to set up a meeting with your Board to discuss this matter have been unsuccessful. In light of the lack of communication by EPRFPD in response to BFD’s efforts to recoup their expenses for responding to calls out of scope of the Mutual Aid Agreement, this letter is a formal

demand that EPRFPD reimburse BFD in the amount of \$17,363.80 within 30 days of receipt of this letter.

A complete summary of the costs incurred by BFD can be found in the attached invoice. BFD staff has identified three different potential methods of billing EPRFPD for these services, and is opting at this time to seek the lowest total cost of those three options. The \$17,636.80 represents 5 months' worth of services at \$3,527.36 per month, which is the amount of fire protection apportionment EPRFPD would have received had it been providing its own services. Alternatively, should a prompt resolution not result from this correspondence, BFD retains the right to seek a higher level of reimbursement in accordance with other legally valid methods of calculating the amount it is due.

If BFD does not receive payment in full within 30 days of your receipt of this letter, we will pursue all available remedies.

Sincerely,

Joshua Nelson
of BEST BEST & KRIEGER LLP

JN:aeb

Attachments:

Invoice for Fire Protection Services

Spreadsheet: BFD Responses in EPRFPD Service Area from 7/1/23 to 2/22/24

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (this "MOU") is made and entered into on this 24th day of July, 2023 ("Effective Date") by and between:

Eastern Plumas Health Care [Hospital], residing/located at 100 First Avenue Portola, CA 96122

and

Beckwourth Fire District [Fire Department], residing/located at 180 Main Street Beckwourth, CA 96129

both of whom are collectively known as the "Parties,"

WHEREAS the First Party and the Second Party desire to enter into an agreement in which they will work together to achieve the various aims and objectives relating to the retention of volunteer fire department staff, and ongoing response/assistance for medical EMS calls.

AND WHEREAS the First Party and the Second Party are desirous to enter into a MOU between them, setting out the working arrangements that each of the two agree are necessary to complete the Project.

1. Purpose & Scope. The purpose of this MOU is to provide the framework, the scope of work, terms and conditions, and responsibilities of the Parties associated with their work on the Project, as attached in more detailed information for the Project that Parties have agreed upon, if applicable. The obligations of the Parties will end on December 31, 2023 and will be discussed for a further extension following the results of the City of Portola Fire District ballot initiative results.

As further outlined below, both parties will collaborate on the following:

EPHC will provide financial assistance to the Beckwourth Fire District to use for the recognition and retention of volunteer fire personnel in order to maintain assistance to EPHC EMS staff for medical assistance calls.

2. The Parties Obligations. The Parties desire and wish that this document will not create any form or manner of a formal agreement, but rather an agreement between the Parties to work together in such a manner that would promote a genuine atmosphere of collaboration in support of an effective and efficient partnership and leadership meant to maintain, safeguard, and sustain sound and optimal financial, managerial, and administrative commitment with regards to all matters related to the Project.

3. Cooperation. The Parties represent that they have unique, specialized expertise that they will draw upon to meet the objectives of the Project.

4. Responsibilities.

Eastern Plumas Health Care (EPHC) shall undertake the following activities under this MOU:
EPHC will provide financial assistance in the form of monthly payment of \$4,166 to be utilized by the Beckwourth Fire District to assist with retention and recognition of volunteer fire department staff for



medical assistance calls.

Beckwourth Fire District (BFD) shall undertake the following activities under this MOU:

Provide EPHC with a monthly invoice statement for payment and documentation. Funds provided by EPHC will be used by BFD to support volunteer fire department staff retention in a manner determined by the Fire District.

5. Governing Law. This MOU shall be construed in accordance with the laws of the State of California.

6. Assignment. Neither Party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party.

7. Amendment. This MOU may be amended from time to time by mutual agreement of the parties in a written modification signed by both parties.

8. Termination. This MOU may be terminated by mutual written agreement of the Parties upon 30 days notice.

This MOU shall automatically terminate upon completion of all responsibilities as stated in the "Purpose & Scope" section. Both parties agree to review an extension and/or modification to the agreement after the initial term and City of Portola ballot initiative process is completed.

9. Understanding. By signing this MOU, both Parties of this MOU mutually agree and understand that:


1. Each Party will take finance and legal responsibility for the actions of its affiliates, officers, employees, independent contractors, agents, volunteers, and representatives.
2. Each Party agrees to indemnify, defend and hold harmless the other to the fullest extent permitted by law from and against all actions, demands, claims, losses, liabilities, costs (including attorney's costs and fees), and damages. Each Party shall also be responsible for the proportionate cost of any damages arising from the fault of such Party, its officers, agents, employees, and independent contractors.
3. Each Party shall carry insurance at its sole expense to cover its activities in connection with this MOU. Each Party shall also maintain insurance for general liability, workers' compensation, and business automobile liability adequate to cover any potential liabilities.

EPHC Signature

Date

Printed Name/Title


Beckwourth Fire District



Date


Larry Smith
Printed Name/Title Chair of the Board



From: [Kenny Osburn](#)
To: bfpd@beckwourthfire.com
Subject: FW: Your guys
Date: Tuesday, March 5, 2024 1:20:55 PM

Kenny Osburn

Interim Fire Chief
Beckwourth Fire District
(530)832-1008 Office
(530)249-3786 Cell

From: [Ashlee Sims](#)
Sent: Monday, March 4, 2024 7:14 AM
To: [Kenny Osburn](#)
Subject: Your guys

Can you pass a message to your guys? I saw them yesterday clearing stuff from the roads in the white out and wanted to say thanks, not sure if it was a downed telephone wire or electrical wire, but it was appreciated that they moved it out of the road!

Thanks,
Ashlee

From: [Ashlee Sims](#)
To: [BFD](#)
Subject: Call logs
Date: Friday, February 16, 2024 11:55:00 AM

Just wanted to email you guys and say that I love the call log portion on the website and thank you for doing that
Have a good weekend,
Ashlee Sims