

Minutes for November 18, 2021 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 (Via Zoom), Daniel Greenwood - here. **Board Secretary:** Mercadez Flewell, **Fire Chief:** Bret Russell, **Safety Officer:** Absent, **Division Chief:** Bruce Lackenbauer, **BEC members:** Public:
3. **The Pledge of Allegiance:** Recited by all.
4. **Appointment of New Board Members.** Daniel Smith introduced the three people who submitted letters of interest for the three vacant spots on the board. A brief introduction of each perspective board member was given. Daniel Smith makes a **motion to approve the appointment** of the new members, Daniel G seconds. Daniel S. – yes, Gay Miller – yes, Daniel G. – yes. All in favor, **motion passed without objection.**


The new Board members are Alyson Ceresola, Dick Spencer, and Daniel Greenwood (a current Board Member whose term is expiring and has agreed to serve an additional term). The Clerk gave the Oath to Alyson Ceresola and then to Daniel Greenwood. Dick Spencer the third member appointed was unable to attend the Board Meeting, Mercadez will conduct a meeting with him once he is back in the area to execute the oath to him and fully welcome him to the Board.
5. **Approval of Minutes** for the Board Meetings held October 21, 2021. There were no edits or corrections needed, Daniel G. **motioned to approve the minutes** from the prior month, and Gay Miller seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer - Absent. All in favor, **motion passed without objection.**
6. **Approval of the Account Revenues, Expenditures, and Balance Sheet for months of October 2021.** There were no edits or corrections needed, Daniel S. had a few questions regarding the expenses sheet, some repairs made to current apparatus and some payroll questions, Bret as well as Mercadez were able to address the questions. Daniel G. **motioned to approve the revenues, expenditures, and balance sheet** from the prior month, and Alyson. seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer - Absent. All in favor, **motion passed without objection.**
7. **Public Comment:** Daniel Smith addressed that the county's computer system has been hacked and that BFD needs to make sure all current paid employees aware as all payroll is managed for BFD by the county. Mercadez acknowledged and will send an email to all paid employees letting them know their personal information could be compromised. Mercadez notified the board that she has spoken with Richard from R&R Computers who is working with BFD on this issue and that nothing that has transpired has affected the Beckwourth computer system.
8. **Consent Agenda: None**
9. **Chief's Report:** BFD will be holding their second annual training event at the Washoe County Reginal Training Center Burn Tower on December 11th & 12th. Kenny Osburn has setup an IAP for the event. This is going to be an extremely exciting event as there are more departments that will be able to attend this year. An apparatus committee has been formed, Deputy Chief Osburn will be leading this committee. The County has established a Hazmat first responder unit and funding of \$85,000 is available for training. BFD has an apparatus already for this and is in the process of getting it fully equipped and getting personnel trained. Bret has begun to investigate a Fire Cadet Program. BFD has a blueprint ready and is working directly with GSRMA to make sure BFD has the correct insurance to initiate the program. GSRMA is completely on board and is waiting for BFD to provide them with Standard of Procedures and Standard if Guidelines to review. Once reviewed GSRMA will let BFD know when they can begin the program. Kenny Osburn has been promoted to Deputy Chief of Operations. Kenny Osburn has accepted the promotion and is excited to be back in the fire service.
10. **Secretary's Report:** The Secretary had received the annual letter from the Plumas County Sheriff's Department Association for their annual Christmas Drive. Daniel S. let Mercadez know that unfortunately with public funds BFD is unable to donate, however is as well as Daniel G. are willing to donate personal funds.
11. **Discussion and Possible Action:** Policy 3085 Update Verbiage: BFD has two pieces of apparatus up for sale, Mercadez has prepared an updated version for review; Daniel S. and Bruce Lackenbauer talk about the issues that have occurred in the past

due to vague verbiage in the policy. Daniel S. and Bruce Lackenbauer have made some edits to the verbiage and proposed that the Board approve the changes. Daniel G. **motioned to approve policy update** and Gay Miller seconded. Daniel S. – yes, Gay – yes, Daniel G. – yes, Alyson – yes, Dick Spencer – Absent. All in favor, **motion passed without objection.**

12. **Discussion and Possible Action:** California Special Districts Association (CSDA) Membership renewal: Daniel S. as well as Mercadez Address how much they have used this membership for the year of 2021 and express that it is a good membership to continue to have with all the classes as well as support offered by the CSDA. The most recent project was the sample RFP provided by CSDA that was modified for us and used to find a new audit firm for our current audit. All parties agree it should continue to be a membership BFD pays for. Since it is already something BFD has, there is not vote necessary.
13. **Discussion and Possible Action:** Authorized Signature Page: Mercadez let all board members and the chief know that this is sent down to the county and lets them know who can sign off on the vender claims as well as payroll. With there being new board members as well as her being new this needs to be updated and sent down. Mercadez also lets the board and Bret know that a statement has been included to this form that states at any time the Chief is unavailable or not in the area to sign, the next highest-ranking officer can sign on his behalf. Daniel S. let's all parties know there is no voting necessary for this, as this is just an update of the previous form. Daniel also lets the board members know that they are all able to sign the claims but wants them to pay attention to what they would be signing off on.
14. **Discussion and Possible Action:** 2020 Assistance to Firefighters Grant #EMW-2020-FG-10223 award and execute. Federal funding from Department of Homeland Security (DHS). Review and approve. BFD applied for this grant as a regional grant over a year ago, it covers Long Valley Fire Department, Eastern Plumas Rural Fire Protection District, City of Portola as well as Beckwourth Fire which is the lead agency for the grant. BFD has had two company representatives' come and showcase SCBA's, the three to choose from are MSA, Scott and Drager. The following Monday night BFD will be going over the third option which is Drager Air packs. Daniel S. went over the board responsibility of this grant. This grant is in the amount of \$400,000, which will help the four departments that are in the grant to become up to date on all air packs. There are many government agencies that use a piggyback contract where a department or vender can come in and purchase from the government at a potential lower price. NPP is a program that BFD has joined that is going to be able to allow BFD to follow the correct guidelines for this SCBA grant. BFD needed to go through with that as they are they lead agency. At the time this grant was drafted up, EPRFPD was in contract with City of Portola however that is not the case anymore, as BFD now has the contract. Being the lead agency, BFD will need to collect the 5% that all four of the departments will need to come in with which is a total dollar amount of \$20,000.00. With the government contract it is quite common where grants of this nature are issued the departments need to come in with a certain percentage. Bruce Lackenbauer asked if there was a fee to join NPP and Daniel S. let him know hat it is completely free to join NPP. Daniel G. **motioned to execute the selection of SCBA/Air pack** Gay Miller Seconded. Daniel S. – yes, Gay miller – yes, Daniel G. – yes, Alyson Ceresola – yes, Dick Spencer – absent. All in favor, **motion passed without objection.**
15. **Update of:** 2022 Annual Board Meeting Schedule for 3rd Wednesday of each month. Mercadez provided a printout of the board schedule for the year 2022.
16. **Update of:** Auxiliary group activities, and prioritized list of needs. Daniel S. briefly covers what was discussed last month at the board meeting regarding this program. BFD would like to look at all avenues before fully committing to the structure of the program. Daniel has asked Bret to get together with the Auxiliary group and the department to get a list of priorities so that the auxiliary can function as we review and research the program details.
17. **Update of:** Cal Card Credit Card for department. Mercadez notified the board that the Cal-Card Application has been accepted and they are finally going through underwriting. Mercadez has spoken to a representative and all looks good so far. The only issue that may arise is that BFD is currently in the process of our audit and the bank may need that information to finish approval.
18. **Update of:** QuickBooks setup and Conversion. Mercadez updated on this item as BFD is still trying to get information from the county to be able to separate. Daniel S. report is similar, he let everyone know that it is in BFD's best interest to finish this year off and start strong at the beginning of the year to finish the separation. Daniel will reach out to the county again to see where they stand on moving forward with separation.
19. **Update of:** LESSG Consolidation Project. Daniel S. went over the next steps on the consolidation which is the fire expert that will be coming to review all the departments and apparatus. His name is John McFarland, and he will be in the area from the 9th – 12th. John will take a tour of Gold Mountain, City of Portola, Beckwourth Fire, and Sierra Valley Fire Department. Tom Cooley and Daniel S. met with the new Chief in Sierra Valley today and the meeting went very well, and they are on board for the consolidation. The Sierra Valley Fire Department also feels that the people are for the consolidation as well.
20. **Update of:** Portola City Council Liaison Monthly Report. No report.

21. **Update of:** Report on Coronavirus/Policies and Procedures. BFD's Policies and Procedures remain the same.
22. **Update of:** Report on water use from Grizzly Ranch. No usage for October 2021
23. **Department Reports:** Bruce Lackenbauer thanks the board members for everything that they do, he also thanks prior board members for what they have done. Kenny Osburn goes over a few items from the apparatus committee and goes over clean up of the stations and gives a thank you to all the personnel that has been around to help. Kenny also lets everyone know that the department is going over policies and updating when deemed necessary. Daniel S. asks if there are any requirements for the Water Tender that BFD has picked up from the US Forest Service. Kenny lets him know that BFD will need to remove all markings that indicate it was a US Forest Service Rig, but BFD has up to a year to change any other things.
24. **Directors Reports:**
25. **Old Business:** None.
26. **New Business:** NEXT BOARD MEETING: Wednesday January 19, 2022. The Board will discuss the annual evaluation of the fire Chief. Daniel S. asks the board members to prepare a list of pros and cons to go over during the evaluation. Look into a payment plan for the Strike Teams: see if there is a way to estimate a certain amount persons can be paid prior to being paid for the incident. Captain Fatheree has a draft of a payment plan that Mercadez will investigate.
27. **Adjournment of Meeting:** Daniel S. adjourned meeting @ 20:04

I, MERCADEZ FLEWELL, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWORTH FIRE DISTRICT HELD ON **November 18, 2021**, ARE CORRECT AS RECORDED.


Mercadez Flewell, Secretary of the Board

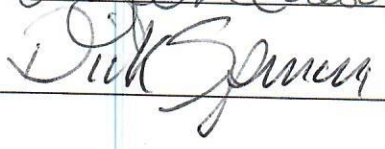
BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for November 18, 2021

Daniel Smith:  Date: 1/18/22

Gay Miller:  Date: 1/19/22

Daniel Greenwood:  Date: 1/19/22

Alyson Ceresola:  Date: 1-19-22

Dick Spencer:  Date: 1/19/22