

Minutes for February 21, 2019

Beckwourth Fire District

1. **Board Meeting called to order at 6:00 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith - here, George Bundy - absent, Denisce Downs - here, Donald Ball - here, Dwight Ceresola - here. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **Fire Fighter/ Safety Officer:** Jennifer Langston, **Public Listed on Sign Up Sheet:** none.
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meeting held January 17, 2019. Denisce Downs **motioned to approve minutes, as transcribed, held on January 17, 2019** and Donald Ball seconded, all in favor. **Motion passed without objection.**
5. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the month of January. Daniel Smith suggested we look at last year's Revenue's because he is aware of some investors at Grizzly Ranch who have not been able to pay their taxes, which means they might not be paying what is due to us, so what we budgeted in Revenue's may be less than expected. The Chief and Patty will look at that. Donald Ball **motioned to approve the Account Revenues, Receivables, Expenditures, and Balance Sheet for the month of January 2019** and Denisce Downs seconded, all in favor. **Motion passed without objection.**
6. **Public Comment:** None
7. **Consent Agenda Items:** A.) Update signatures for Firefighter Contingency Checking Account at Plumas Bank: Remove former Chief McCaffrey and Fran Zeitz and add in their place Chief Russell and Patty Venable. All agreed, the item is approved. Signatures to be collected after the meeting.
8. **Chief's Report:** In the month of December, BFD responded to **five calls**. Update on the rental contract with the **Forest Service for the rental of Station 2:** Per Division Chief Bryan Johnson, the earliest we will receive payment is in a month. Chief Russell is staying in touch with them regarding a rental agreement and will update us. **Hands-on fire training with Sierra Valley FD:** a huge success with a lot of positive feedback. So much so that Fire Chief Sea, with Plumas Eureka FD, asked Chief Russell to give his department the Power Point presentation that Chief Russell prepared, and he did that, again receiving positive feedback. **Update on the SCBA:** a rep from LNCurtis came to the station to inspect our compressor and deemed it nonrepairable due to age and lack of available parts. The compressed air cylinders that we have can still be utilized and will save us approximately \$15,000. By utilizing that savings, we received an estimate from LNCurtis for a new compressor totaling \$41,000. In terms of financing we have an option of a lease-to-buy program through them. If we do that, would we still qualify for FEMA grants, if we apply for any? LNCurtis rep thought we might pay \$6,000-\$8,000 per year to lease through them. George Bundy suggested we investigate financing through Plumas Bank. Chief Russell has not heard back from FEMA to see if we still qualify for grants if we finance through our bank. Daniel Smith asked what the terms are for leasing from LNCurtis, over how many years, and the final cost to us? Denisce Downs also wanted to know interest rate and if there are any balloon payments? Jennifer Langston asked if the unit breaks down, will they fix it, any warranty? Chief Russell said yes, it would be under warranty. **New Turnouts for the Chief:** the LNCurtis rep had new turnouts that were 2 yrs old and could sell them to us for \$700 saving us \$1,200 so the Chief ordered them. **Flooding at Station:** the station continues to flood, in the spring the Chief will get bids for estimates to stop the flooding and repair the dry rot. Dwight Ceresola feels the problem may be due to the road work changes that occurred in the past by the County and perhaps the drain is not large enough to divert the runoff. Denisce believes we have had 3-4 flood incidents where Servpro had to come and dry/replace carpeting. Dwight suggested he and the Chief might meet with some of the County road people to discuss this issue, Dwight knows who they might talk with and will contact him. It was discussed that getting a grant to help with repairs to the building is necessary. Chief Russell met a grant writer from Meadow Valley, and

he will contact him. Denise suggested Golden State Risk Management Authority might also have grant writers to help us. Daniel suggested we put together a list of repairs needed, and by spring begin to look at writing grants, getting bids and get the work finished before next winter. **501C3 Status:** Chief Russell would like to find out if we qualify for this status. The Quincy FD has this status. The benefit to us would be if people would like to give us a donation, they could get a tax write-off under this designation. Daniel will ask our attorney about it.

Open House/Pancake Breakfast: The Chief would like to do this at Station 1 in the spring. Jennifer Langston asked if we need a permit for serving food? It was suggested that perhaps the Portola Rotary Club might help us because they help for the Fly-In Breakfast at Nervino Airport. The Chief will look into this further and report at the next meeting. **Sandbags:** Denise has heard that March may be a very wet month, and suggested we get sandbags for the Station. **Website:** we need pictures and bios for the Board Members that are not yet on the website. **MOU's County-wide:** Daniel asked if there were any updates. Chief Russell said nothing at this time, but the next Fire Chief's meeting will be March 23rd here at our Station. Chief Russell will report back.

9. **Secretary's Report:** Patty handed out an updated **Organizational Chart**; she also handed out the **FPPC Form 700** to each Board Member as well as the Chief; she completed CPR and AED program, along with the Chief.
10. **Discussion and Possible Action: Annexation 2011-Annx-0001:** Daniel Smith reported that he met with Dwight Ceresola and the Chief to continue discussing this item. The communication went very well between them, and they will continue to meet and hopefully bring this item back to the Board at the next meeting with a resolution.
11. **Discussion and Possible Action: Policy and Procedure 5020:** Daniel proposed making changes to this Policy per the handout. In addition to these three changes he would also like to change 5020.2.3 from "The Board Secretary shall be the sole judge...." changed to, "The Chief shall be the sole judge..." **Motion was made to approve these changes** by Donald Ball, seconded by Dwight Ceresola,. Roll call vote: Dwight – yes, Daniel – yes, Denise – yes, Donald- yes. **Motion passed without objection.**
12. **Discussion and Possible Action: Ed Dillard 2% merit increase:** Daniel stated it's the Chief's authority to decide and does not need to come to the Board for approval. That is how the Policy is stated. Everyone agrees. Daniel will relay this to George since he is absent tonight.
13. **Discussion and Possible Action: Distribute sample Bylaws:** Daniel has three sample Bylaws for the Board to review. He also invited anyone to be a part of the process of creating Bylaws for our department. Instead of photocopying and distributing these examples, he suggested Patty could email them or board members could come by the office and review them there.
14. **Discussion and Possible Action: Policy and Procedures 1000, 1010, 1020, 1040.** Rolled over until the Bylaws are completed.
15. **Division Chief's Report:** None.
16. **Battalion Chief's Report:** None.
17. **Safety Officer's Report:** Jennifer Langston reported that the **Safety Committee** met January 29th. It was discussed that Ed Dillard is the safety officer for the field and Jennifer for the stations. He will be invited to the meetings as well, which are held quarterly. Jennifer wondered if she might be able to teach the **ethics** class and whether she needs to be certified. Patty contacted the Plumas Co. Special Districts Association and they referred her to Mimi Garner-Bates who does the **ethics training** for the county. She emailed Patty that no dates are set yet, but they will offer training at the Quincy library and let us know. Jennifer is interested in offering ethics training as well as **sexual harassment training**. Denise suggested we contact our attorney because he has done training for us in the past. Daniel believes we need these trainings every two years and that the trainer needs to be certified. He will check with our attorney. Jennifer said we will be updating our new firefighter orientation trainings in regard to safety. **Loss Exposure Experience Plan:** this year's goal will be the ventilation in the bay.

18. Old Business: NIMS Requirement IS100 and IS700: Denise Downs, Donald Ball, Dwight Ceresola, Daniel Smith, Patty Venable, Bret Russell. **Ethics Class:** George Bundy, Daniel Smith, Patty Venable, Bret Russell. **Sexual Harassment Training:** Daniel Smith, George Bundy, Denise Downs, Donald Ball, Dwight Ceresola, Bret Russell, Patty Venable.

19. New Business: Next Board Meeting on **March 21, 2019 at 6:30 p.m.**

20. Adjournment: Adjourned at 7:41 p. m. **Denise motioned for an adjournment and Daniel seconded. Motion passed.**

I, PATTY VENABLE, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **February 21, 2019** ARE CORRECT AS RECORDED.

Patty Venable, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for February 21, 2019.

Daniel Smith: _____ Date: _____

George Bundy: _____ Date: _____

Denise Downs: _____ Date: _____

Donald Ball: _____ Date: _____

Dwight Ceresola: _____ Date: _____