

Minutes for November 21, 2019 Beckwourth Fire District

1. **Board Meeting called to order at 6:30 PM by Daniel Smith.**
2. **Roll Call: Board Members:** Daniel Smith - here, George Bundy - absent, Denise Downs - here, Donald Ball - here, Dwight Ceresola - here. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **Fire Fighter/ Engineer:** Floyd Meyers, **Fire Fighter/Safety Officer:** Jennifer Langston **Public:** Tom Cooley, Lauren Knox.
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meeting held September 19, 2019. No meeting held in October, cancelled due to no quorum. Dwight Ceresola **motioned to approve minutes, as transcribed, from the meeting held on September 19, 2019** and Denise Downs seconded. Daniel – yes, George – absent, Denise – yes, Donald – yes, Dwight – yes. **Motion passed without objection.**
5. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the months of September 2019 and October 2019. Under Expenditures, Daniel asked about the amount paid to BBK, our General Counsel, why so high? Patty explained this amount was for multiple months due to us not receiving the bills because they were erroneously sent to Fran’s house and not forwarded to us. Denise **motioned to approve the Account Revenues, Receivables, Expenditures, and Balance Sheet for the month of September 2019**, Don Ball seconded, all in favor. **Motion passed without objection.** Donald Ball **motioned to approve the Account Revenues, Receivables, Expenditures, and Balance Sheet for the month of October 2019.** Denise seconded, all in favor. **Motion passed without objection.**

Monthly Budget Updates for Board: For the month of Sept. Patty changed the report to **Monthly Budget “Highlights” for Board.** This report shows areas in the budget where we have either spent a lot, or might be over budget, etc. It is not a summary of the entire budget. For the month of Oct. Patty changed the report to **Monthly “Expense” Highlights for Board,** because the report only shows what we have spent, not received. Daniel asked if Patty could include a column on the far right after Balance, called Percentage. That would give us a good picture of the % of money left in each account. Patty noted on the Oct. report under Clothing – Wildland/Shelters we only budgeted \$3,000 because at the time the budget was prepared, we did not know if we would receive any funding from the Cal Fire Grant which funds this category. We have since received an award of \$5,305. This grant is a 50/50 grant whereby we spend twice that amount and then get reimbursed 50% of it. So technically we need to spend \$10,610 and then we will be reimbursed \$5,305. Daniel suggested if we get grant funding, we could then amend the budget to reflect the amount received.

6. **Public Comment:** Tom Cooley said the City of Portola wanted to thank the department for their leadership and outstanding performance on the **Samantha Fire.** An update on the **MOU:** 5 departments have shown their support for the MOU, Sierra Valley is the only dept. that has not communicated. He asked if anyone has any ideas of how to reach them, and get them to call back? In January he would like everyone to get back together and see what the next steps are. Daniel mentioned we haven’t signed the MOU yet, but now sees we will meet in January to do that. He asked for a copy of the MOU, and Tom said he will make sure a copy is sent to Patty. Lastly, he introduced **Lauren Knox, the new City Manager.** She is a Portola native, very bright and very experienced. Lauren said she has heard nothing but good things about BEC and she looks forward to working with us.
7. **Consent Agenda Items:** none
8. **Chief’s Report:** Dec. 6th is the **Christmas tree lighting** and parade in Portola and Beckwourth will be participating. Dec. 7th is the **Plumas Co. Fire Chief’s Assoc.** meeting in Quincy at 9:00 at the fire station. That evening is **BEC’s Annual Christmas Party.** The annual **EMR/EMT refresher** course offered through BEC has a slight hang-up due to the person who was going to teach it has been let go from his position at the hospital. Bret

met with Ed Ward, Graeagle Fire Dept., to see if he could teach it and he agreed to. It will be offered in January, but no set dates yet. A person from **Firetrucks Unlimited** came out to look at Engine 9422 to spec it out and help sell it for us. We should have an easy time selling it because it is a good engine. Update on the **Air Compressor**: the problem with the motor was finally discovered. It is a triple phase motor and our station can only handle single phase. We will have to pay approximately \$2,500 to get a new motor. Bret will get the specifics and get back to the board soon. Daniel said originally, we were going to spend \$40,000 - \$55,000 for a new compressor. Bret got this used one for free, and if we spend up to \$3,000 on a new motor, we are way ahead of the game. Daniel suggested the board authorize Bret to purchase the new motor and move forward. Denise **made a motion to buy a new motor for the compressor, up to \$3,000**, Dwight second it. All in favor. Daniel – yes, Dwight – yes, George – absent, Denise – yes, Donald – yes. Bret requested to spend \$1,400 for **25 sweatshirts** for the dept. Donald made a **motion to allow Bret to buy the sweatshirts**, Denise seconded, all in favor, Dwight – yes, Daniel – yes, George – absent, Denise – yes, Don – yes, all in favor, **motion passed without objection**. Regarding the **flooding** from the north side of the building, Bret received a bid from Steve Brown Construction, that he passed out to the Board. Dwight asked when he would do the work? Bret was not sure, but hopefully before the snow flies. Dwight was concerned if the contractor comes across any surprises once the work begins how will that be handled? Daniel would like Bret to look up his License to see if there are any complaints or grievances against this contractor. Jennifer Langston offered to look up his License for Bret. Dwight made a **motion to authorize Bret to proceed forward with this contractor**, pending Bret's further investigations into the three issues brought up by the Board, seconded by Denise, all in favor. Dwight – yes, Daniel – yes, George – absent, Denise – yes, Don – yes. **Motion passed without objection**.

9. **Secretary's Report:** Our auditor, Robert Johnson, was here for 2 days in Oct. to do our **2-year audit**. It went well, he had only a couple suggestions. 1.) for non-cash donations we may want to create a form that describes the item, its value, donor information and the date it was donated. 2.) they thought our PTO Policy should be revised. They believe sick time and vacation should be separate. The board asked Patty to have Robert explain in more detail why it should be separate. Our general **counsel, BB&K** sent us a letter stating their annual increase in hourly rates. It went up by 2.7%. We need to use caution in calling them too often, it can get expensive. **CSDA** sent us a statement for our annual membership dues for 2020, which has increased now to \$1,024.00. Patty asked the board to help her and Bret understand what CSDA does for us, and if we should continue our membership? Daniel said they have financing available at a reasonable rate, training online and at conferences, updates online, and risk management. The question is how often the department has used these resources? Denise suggested we review what our current insurer, Golden State Risk Management, offers us and compare it to what CSDA Risk Management can offer. Dwight offered to help Patty look into all that CSDA offers. Daniel thought we should pay for 2020 membership and take this coming year to see the benefits we use and determine before next year if we want to renew.
10. **Discussion and Possible Action: Appoint an Ad Hoc Committee for reorganization of Fire and Emergency Services.** – Daniel asked which board members would be interested in being on this committee? Denise asked about the hours required? Both Daniel and Mayor Cooley said that the hours/days will vary. Denise said she is gone 10 hours/day, so her time is limited. Daniel said he thought we should have 2 board members and the Chief on this committee. Dwight and Denise are both interested. Daniel is interested also. It was decided that all three board members would be available on a rotating basis, but the committee will meet with only 2 board members and the Chief at a time for discussion.
11. **Discussion and Possible Action: Station 2 Agreement**– The current Agreement with the Forest Service for the use of Station 2 continues through 2020. Patty and Bret looked at our costs for electricity, gas, snow removal, etc. and compared that to what we charge them for use of the station. The figures came out very close, so no modifications are required at this time. The agreement will remain the same for 2020.
12. **Discussion and Possible Action: Official results of the Board Election for 2020** – Three positions were open, and five candidates applied. The three incumbents were re-elected: Daniel Smith, George Bundy and Denise Downs. Since we do not have a board meeting in December, all three were sworn in tonight, along with George, even though George was absent. Patty will give him the oath and documents to sign next week.
13. **Discussion and Possible Action: Renewal of Chief's 2020 Employment Agreement:** At the time of Bret's 6-month evaluation, the board made some changes to his employment agreement. Patty made the changes in draft

form and handed it out for discussion. His contract is yearly and needs to be renewed in December. The board does not have a December meeting, so tonight the board will vote on the new agreement for another year. Denise made a **motion to renew the Chief's contract** and Don seconded. All in favor. Dwight – yes, Daniel – yes, George – absent, Denise – yes, Don – yes. **Motion passed without objection.** Yearly Evaluation is due in January, along with a compensation increase. The Board will do this in Closed Session in January.

- 14. **Discussion and Possible Action: Granting the Fire Chief housing outside of District:** The Chief has been looking for housing for himself for the past year. He has looked within the District and there have not been many options. Dwight is suggesting the Chief could look outside the District, within a 20-minute response time. The board agrees, no need for a vote.
- 15. **Discussion and Possible Action: 2019 Cal Fire Grant: Resolution #2019-004.** To receive this funding, which is for wildland clothing, shelters, and equipment relating to wildland fires, \$5,305, we must spend twice that amount, they will reimburse us 50% back. This resolution assures that the Board is aware of this funding and expense and supports it. Denise made a **motion to approve this resolution** and Don seconded, all in favor. Dwight – yes, Daniel – yes, George – absent, Denise – yes, Don – yes. **Motion passed without objection.**
- 16. **Division Chiefs' Reports:** none
- 17. **Battalion Chiefs' Report:** none
- 18. **Safety Officer's Report:** none
- 19. **Directors Reports:** Denise reported that she has noticed one of the inside Bay lights at the station stays on all night. It is a motion activated light. Bret will look into it.
- 20. **Old Business:** The deadline for Harassment Training is extended to January 1, 2021.
- 21. **New Business:** NEXT MEETING DATE: **January 16, 2020 at 6:30 p.m.**
- 22. **Adjournment:** Adjourned at 7:56 p.m. **Denise motioned for an adjournment and Daniel seconded. All in favor, 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 **November 21, 2019** ARE CORRECT AS RECORDED.

Patty Venable, Secretary of the Board

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

Daniel Smith: _____ Date: _____
George Bundy: _____ Date: _____
Denise Downs: _____ Date: _____
Donald Ball: _____ Date: _____
Dwight Ceresola: _____ Date: _____