

Minutes for February 18, 2021

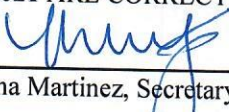
Beckwourth Fire District

- **Board members attended this meeting via teleconference as permitted by California Governor Newsom Executive Order N-29-20 and in person. Member 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.**
- **Roll Call: Board Members:** Daniel Smith – here, Denise Downs – present, Gay Miller – here, John Randall – here, Daniel Greenwood -- here. **Board Secretary:** Regina Martinez **Fire Chief:** Bret Russell.
- **The Pledge of Allegiance:** Recited by all.
- Daniel spoke to Denise and asked her to renew her assignment as the Co-Chair of the Board. Denise accepted.
- **Approval of Minutes** for the Board Meeting held on January 21, 2021. John Randall **motioned to approve the minutes from the meeting held on January 21, 2021** and Gay Miller seconded. Daniel – yes, Denise – yes, Gay – yes, John – yes, Daniel G.-- yes. All in favor, **motion passed without objection.**
- **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheet** for the month of January 2021. Regina shared with the Board of Directors the Monthly Expensive Highlight Report through January 31, 2021. Gay made the motion to approve January financials, Denise seconded the motion. All in favor.
- **Public Comment:** none
- **Consent Agenda:** none
- **Chief's Report:** Chief Russell shared that the Department has been busy, especially in Portola. Trainings have been held in Beckwourth and Portola. There was a training at the North Side Station on water supply. Spill drill training took place in Portola with equipment and a fire simulation within the Portola City limits. John Randall accompanied the Safety Officer and staff on the walk through of both Portola Stations. The North Station had a workday and between 10-12 volunteers showed up to get the station in working order. Chief reported that he has requested OSHA to come visit all the stations to check for safety and compliance. The Portola South Station is coming along. The City of Portola is doing a lot of improvements and should be ready to use soon. Chief reported that State Wildland Training will be held at the Portola South Station in February and in March. Debbie Hiatt is the spouse of one of our Captains has expressed interest in establishing a Beckwourth Fire Department Auxiliary. Chief reported to the Board that he will be attending a Fire Arson Academy in Fresno, California for 20 days in late March through mid-April. He is paying for the academy himself. He feels that this certification will allow him to assist our department and Plumas County. The Academy is the first of its kind and this is a huge opportunity for the department, the County and himself. Jennifer Langston will also be attending the Arson Academy. The dates of the Academy are 3/23-4/1/2021 and 4/5-4/14/2021. Chief has arranged for his position to be covered by staff. Daniel shared that “this is unique, no one person makes an organization. Great people know what they are doing-this is real positive”. Daniel shared his support for this opportunity. Daniel also suggested perhaps at the end of the year, if finances permit, the Chief could be reimbursed for some of his expenses. Discussion took place amongst the Board and staff about the future of this program and adding a budget line for expenses that might be incurred.
- **Secretary's Report:** Regina reported on the January financials. Regina shared that there was no water usage to report for Station 2, Grizzly Ranch.

- **Discussion and Possible Action: Separate Beckwourth Fire District finances from Plumas County.** Daniel shared with the Board that for a long time the Department has been having concerns when working with the County in regard to our finances. There are several accounts that are past due and a lot of time is spent tracking payments to vendors. Daniel also shared that he has had experience in separating finances from Plumas County when he was on the Board with Grizzly Ranch. Daniel presented a sample letter sent to the County. Discussion took place amongst the group and it was decided to move forward with the separation. The Board asked that Regina get pricing on QuickBooks program. Working with the auditor will help the transition. The auditor will do the initial set up with QuickBooks. The Board will need to develop financial policies and then there will need to be a second person involved with doing the department finances for redundancy purposes.
- **Discussion and Possible Action: Apply for Cal Card from US Bank.** Discussion took place about applying for the US Bank Cal Card. The Board decided to wait until the department separates finances from the County.
- **Discussion and Possible Action: Purchase of Type III Wildland Firetruck.** Discussion took place to purchase a Type III Wildland Firetruck. Denise made the motion to proceed with the purchase and John seconded the motion. Daniel – yes, Denise – yes, Gay – yes, John – yes, Daniel G.-- yes. All in favor, motion passed without objection.
- **Discussion and Possible Action: Development in 20/21 of a Financial Policy of Reserves and Contingencies** for the department. Nothing new to report. Revisit when we get Strike Team Pay comes in.
- **Discussion and Possible Action: Policy and Procedures** for compliance of labor laws. No updates.
- **Update of: Portola City Council Liaison:** Gay reported she attended the meeting via Zoom.
- **Update of: Contract with City of Portola.** Nothing new to report, right on point. Lauren shared that everything is going great. She expressed her appreciation and happy to see all the training.
- **Update of: Recruitment of Volunteer Firefighters** for Portola Division. Chief reported 30 to 31 firefighters on the roster with more applications coming. Portola Public Work employee interested in joining. The Auxiliary is coming together, they will not be doing fire suppression.
- **Update of: Local Emergency Services Study Group:** Daniel shared that the study group met on February 25, 2021. The group will split the fee for the consultant to do the feasibility study. Daniel will report at the next meeting. There needs to be a replacement for Dwight Ceresola. The meetings take place once a month for one to one and a half hours. Denise expressed interest and will check with work.
- **Update of: Report on Coronavirus:** Chief Russell reported that Plumas County is in the Red Tier. The Safety Officer has been at all trainings. Essential businesses are open. The Department is training and following all precautions according to the COVID19 protocols. Chief thanked Brendon Pratt, Safety Officer for all of his hard work.
- **Update of: Report on water use from Grizzly Ranch:** Reported earlier by Secretary.
- **Division Chiefs' Report:** none
- **Battalion Chiefs' Report:** none.
- **Safety Officer's Report:** Brendan reported that there have been no injuries or accidents to report. As reported earlier the workday at the North Station was a huge success.
- **Directors Reports:** none
- **Old Business:** none

- **New Business:** none
- **Adjournment:** Daniel adjourned the meeting at 8:30 p.m.

I, REGINA MARTINEZ SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **February 18, 2021** ARE CORRECT AS RECORDED.



Regina Martinez, Secretary of the Board

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

Minutes approved by the Beckwourth Fire District Board of Directors on 3.18.2021 virtually on Zoom.

Daniel Smith:	_____	Date: _____
Denisce Downs:	_____	Date: _____
Gay Miller:	_____	Date: _____
John Randall:	_____	Date: _____