

# Minutes for January 17, 2019

## Beckwourth Fire District

1. **Board Meeting called to order at 6:34 PM by George Bundy.**
2. **Roll Call: Board Members:** George Bundy, Denise Downs, Donald Ball M.D., Dwight Ceresola, and Daniel Smith. **Board Secretary:** Patty Venable, **Fire Chief:** Bret Russell, **BFD Division Chief:** Don Bliss, **Battalion Chief:** Dustin Langston, **Battalion Chief:** Bruce Lackenbauer, **Captain:** Ruben Villa, **Fire Fighter/ Safety Officer:** Jennifer Langston, **Public Listed on Sign Up Sheet:** John Reynolds, Grizzly Ranch CSD.
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meeting held on October 18, 2018. Denise Downs **motioned to approve minutes, as transcribed, held on October 18, 2018** and Donald Ball seconded, all in favor. **Motion passed without objection.**
5. **Approval of the Account Revenues, Receivables, Expenditures, and Balance Sheets** for the months of October, November and December 2018. Denise Downs **motioned to approve the Account Revenues, Receivables, Expenditures, and Balance Sheets for the months of October, November and December 2018** and Donald Ball seconded, all in favor. **Motion passed without objection.**
6. **Election of Officers:** George nominated Daniel Smith as the new Chairman of the Board, Dwight Ceresola seconded, all in favor. **Daniel Smith is the new Chairman of the Board.** Daniel nominated George Bundy as the new Vice Chairman of the Board, Denise seconded, all in favor. **George Bundy is the new Vice Chairman of the Board.**
7. **Swearing in ceremony of new Fire Chief: Bret Russell** was sworn in by Daniel Smith.
8. **Appointment of Safety Committee:** Safety Committee is comprised of the Fire Chief: **Bret Russell**; Admin. Asst.: **Patty Venable**; Board Member: **Dwight Ceresola** volunteered; and Firefighter: **Jennifer Langston** volunteered.
9. **Public Comment: Bruce Lackenbauer** thanked all the Board Members for all their hard work and dedication, and thanked Don Bliss and Ruben Villa for help during this transition period. A letter was read by Daniel Smith, written by **Fran Zeits** to the Sierra Valley Volunteer Fire District's Board, dated Nov. 19, 2018. She requested a copy of the letter be sent to Beckwourth Fire District and be read aloud at this Board meeting. Before it was read, Daniel pointed out that Fran had written it on Beckwourth letterhead, and it should be noted that Beckwourth Fire District did not author the letter, nor have any knowledge of it before this day. The letter was written by Fran and not Beckwourth Fire District.
10. **Consent Agenda Items:** None
11. **Secretary's Report: Globalstar** satellite phone renewal of contract: current contract expires June 15, 2019. Chief Russell will need more time to decide if a satellite phone is needed. Decision to be made before May 2019. **Repairs for Station 1** to fascia board on west end of engine bay and repairs to entrance on east side will not be completed until spring, due to contractor's busy schedule last fall. **Rock Base** on east side of Station 1 has been delivered by Ben Folchi and spread out by Dustin, Ruben and others. **Flooding** occurred on the north side of Station 1 through the bay and toward the office. Trenching/regrading or a French drain may be needed in the future. Curtis Hartwig advised George Bundy on these options. The Chief will look at it and compile a job list to determine if we need to bid it or not. A handout of the **2019 Schedule of Board Meetings** was given to the Board members and posted outside the building for the public to see.

12. **Chief's Report:** In the month of December, BFD responded to **nine calls**. Due to the government shutdown we have not been able to discuss the rental contract with the **Forest Service for the rental of Station 2**. Also, we have not been able to invoice them for their rental for 2018. Chief Russell met with surrounding **area Fire Chiefs** to introduce himself and foster communication; part of their discussion included MOU's. Also, the Plumas County Fire Chief's Association is up and running, their first meeting is Sat. Jan. 19th in Quincy, which he will be attending and reporting back on. At this meeting an initial discussion regarding MOU's with all local Districts will hopefully be brought up. **Hands-on training:** the Chief has set up a multi-agency structure fire training in conjunction with Sierra Valley Fire District. That will take place Sat. the 26<sup>th</sup>.
13. **Purchase Radio for Chief:** to be discussed under **Chief's Report**.
14. **Update Authorization Signatures - Departmental Claims, Journal Entries, Budget Transfers:** The form needs to be signed by all Board Members and will include **Chief Russell**.
15. **Replacing SCBA Refill Station – Station 1:** Chief Russell reported that a representative from LN Curtis will be here next Tuesday to discuss replacing the SCBA refill station. We have a temporary verbal agreement with Sierra Valley FD to use their portable trailer. Chief Russell said he would keep us posted of the discussions and what would be the best plan of action.
16. **Review MOU's with all local Districts:** Update was given in Chief's report.
17. **Annexation 2011-Annx-0001: Dwight Ceresola**, speaking as a citizen of the public not a Board Member, gave a brief background of the issue. His property was annexed, and he is currently paying \$158.67 per parcel with a 4% annual increase, but in 2005 voters passed \$60.00 per parcel with a 2% annual increase, and he feels he should be paying that amount. He also feels an AB1600 study was not done, and he was never properly notified 45 days prior to a LAFCO meeting where the tax rate was to be discussed. Daniel Smith would like to investigate the issue more and talk with the Planning Dept. to determine what occurred. Daniel made **a motion to roll this annexation item to a future meeting, either February or March, depending upon the availability of the Planning Dept.** **Donald Ball – yes, Denise Downs – yes, George Bundy – yes, Daniel Smith – yes. All in favor, motion passed without objections.**
18. **Distribute Policy and Procedures 1000, 1010, 1020, 1040 to be discussed at next mtg - Feb. 21<sup>st</sup>.** Daniel suggested BFD may want to establish Bylaws, which we currently don't have. Patty is to bring a sample from another District to share at the next meeting. We may wish to establish Bylaws first, then amend Policies.
19. **Battalion Chief's Report:** Bruce Lackenbauer reported on Station 2. Due to the government shutdown no one has been at the station, so Bruce and Ruben and Ed have been checking on it to make sure pipes aren't frozen. The only item discovered is our sign out front has been blown down by the weather, and Ed will make sure it is put up.
20. **Division Chief's Report:** Don Bliss reported on Station 2 also, regarding the **rental agreement with the Forest Service for 2018 and 2019** and send an invoice for 2018. We will follow up with them when the government is reopened. Don asked the Board to approve the purchase of a new **Bendix King radio**, including a charger, for the new Chief for the approximate amount of \$2,300. The Board asked if we have the money in the budget. It was unknown if there is a line item for radios, so the Board asked Patty to look at the budget to make sure. If there is enough money, the Board has approved the purchase. In the future, the Board requests we look at the budget before bringing items to the Board for approval. In cleaning out the storage pod, it's been discovered we have many electronic items that are outdated or not working. We would like to dispose of them, but since some items were purchased with Dept. funds, we must document what is disposed of. We can get a **Surplus Property Form** from the internet, photograph the item and coded number, have Chief sign form, present to the Board, and then dispose of items.

- 21. **Safety Officer’s Report:** Ruben Villa (filling in for Jennifer Langston while on medical leave) reported a fire extinguisher training was done at Grizzly Ranch and for the Board; CO2 from the engine bay needs to be addressed. Jennifer Langston would like to set a date for the committee to meet. Chief Russell would like to meet on Saturdays coinciding with the Plumas Co. Fire Chief meetings. IIPP meetings are discussed at the monthly Departmental Business meetings, and George will make sure anything discussed there will be shared with the Safety Committee. Jennifer will also make sure George gets copies of the Safety Committee minutes for his Dept. Business meetings.
- 22. **Directors’ Reports:** George Bundy – has been coming to the station 2-3 times per week to sign forms and wondered if Daniel would like to do that since he is the new Chairman. Daniel would be happy to do that, and George can come too; Denise Downs – Thanked Bret and Patty for doing a good job, as well as Don Bliss as Acting Chief in the interim, and Ruben for filling in and doing a good job; Donald Ball – None; Dwight Ceresola – None; Daniel Smith -None.
- 23. **Adjourn from Open Session to Closed Session.**
- 24. **Closed Session.**
- 25. **Adjourn from Closed Session and reconvene to Open Session.**
- 26. **Report on Closed Session:** The Chief Employment Agreement was unanimously approved for an annual salary of \$49,000. The Temporary Position will continue but change from 4 days/week to 2 days/week for the remainder of the fiscal year, and this was approved unanimously. At that time the Chief will return to the Board with his proposal and budget for this position, or not, for next year.
- 27. **Old Business: NIMS Requirement IS100 and IS700:** Denise Downs, Donald Ball, Dwight Ceresola, Daniel Smith, Patty Venable and add Chief Russell. **Ethics Class Renewals:** George Bundy, Daniel Smith, Patty Venable and add Chief Russell, pending local class. Patty will check into options for a class rather than online, by calling BBK, Quincy, and Graeagle.
- 28. **New Business:** Next Board Meeting on February 21, 2019 at 6:30 p.m.
- 29. **Adjournment:** Adjourned at 9:02 p. m. **Denise motioned for an adjournment and George 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 **January 17, 2019** ARE CORRECT AS RECORDED.

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 Patty Venable, Secretary of the Board

BOARD OF DIRECTORS’ APPROVAL SIGNATURES: Minutes for January 17, 2019.

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