

Minutes for October 18, 2018

Beckwourth Fire District

1. **Board Meeting called to order at 6:30 PM by Denise Downs.**
2. **Roll Call: Board Members:** George Bundy (absent) Denise Downs, Donald Ball M.D., Dwight Ceresola. and Daniel Smith **Acting Chief:** Donald Bliss, Division Chief, **Assistant Admin. Assistant/Board Secretary:** Patty Venable **Admin. Assistant/Board Secretary:** Fran Zeits, **Public Listed on Sign Up Sheet:** John Reynolds, Grizzly Ranch CSD, Jane Roberti, Vicki Anderson, SVVFD and Karen Partlow, **Future Fire Fighter:** Conner Thompson
3. **The Pledge of Allegiance:** Recited by all.
4. **Approval of Minutes** for the Board Meetings held on September 20, 2018. Donald Ball **motioned to approve minutes, as transcribed, held on September 20, 2018 and Daniel seconded, all in favor. Motion passed without objection.**
5. **Approval of the Account Receivables, Expenditures, Revenue and Balance Sheets** for the month of September 2018. Donald Ball **motioned to approve the Account Receivables, Expenditures, Revenue and Balance Sheets for the month of September 2018 and Denise seconded, all in favor. Motion passed without objection.**
6. **Public Comment:** None
7. **Consent Agenda Items:** None
8. **Secretary's Report: Refer to item #16 from 9/20/18 Board Minutes.** Researched the Brown Act to verify if there is a waiting period once an item is approved/declined by the Board. There is no waiting period, a board member can make a motion and place the item on future board meeting agendas, if approved by the majority (3). **Denise motioned to draft a new resolution to rescind billing procedures for structure fires within the Beckwourth Fire District stated in Ordinance #2014-0002 for the next board meeting and Donald seconded, all in favor. Roll call vote was taken, George Bundy – absent, Denise Downs – yes, Donald Ball – yes, Dwight Ceresola – yes, and Daniel Smith – yes. Passed without objection.** Refer to #18 from 9/20/18 Board Minutes. Check with Globalstar regarding the satellite phone. The satellite ownership belongs to BEC. Yearly contract started June 16th for \$1,974.02. Called and notified Globalstar the Board voted to discontinue service. Globalstar adjusted the invoice in the amount of \$671.26 for service since June 16th and stated they can disconnect service immediately or continue service until June 15, 2019 with no additional charge. Fran opt to continue service until June 15, 2019. Patty will place the item on the January's 2019 agenda to be discussed with the new chief. If the board/chief decides to cancel/continue the service Patty needs to contact Globalstar in May 2019. **Patty** will be attending a Board Secretary Conference at Lake Tahoe, which will cover the Brown Act. Patty had plans to visit her daughter in Michigan but rearranged her itinerary, so she could attend the conference. **Fran's** last day will be November 30th. Stated everyone seems to think she is retiring but stated she retired at age 62 and she is just stepping down from the position at 71. **Items shared** with the Board/public were: BFD's updated roster, approval letter from Federal Surplus Property Program, letter from BBK for hourly rate increases, and announcement from LAFCO recruiting for a public member on the Plumas County Commission.
9. **Division Chief's Report acting as Fire Chief:** New Chief has been selected: Bret Russell, who is expected to start Dec. 3, 2018. Last month the Dept. had 7 total calls – all were EMS, and public assist. **Station 2:** There is a rumor that the USFS is considering moving out due to budget reasons. Don Bliss will be meeting with Don Fregulia, USFS, to discuss. We may offer to lower the rent. **Station 1:** There will be a Station clean-up on Sunday, 10/21/18 from 1:00-3:00. A BBQ will be provided to all workers, everyone is encouraged to help. No

date has been given as to when the contractor will be here to repair the fascia board on the west end of the engine bay and the entrance to the front office. Discussions are on-going regarding adding gravel along the east drive/parking area. We need to order several items for the new Chief, mostly fire gear which we may have in storage. We also need to order a new radio for the Chief at a cost of approximately \$2,400. This needs to be placed on the next Board meeting to discuss. We may have a new employee: Conner Thompson, Scott's son and Taylor's brother.

10. **Update Authorization Signatures - Departmental Claims, Journal Entries, Budget Transfers:** The form will be revised again when the new chief is sworn in. **Daniel Smith motioned to approve the updated authorization signatures (George Bundy, Denise Downs, Donald Ball, Dwight Ceresola, Daniel Smith, Fran Zeits, Patty Venable and Donald Bliss) for departmental claims, journal entries and budget transfers and Donald Ball seconded, all in favor.**
11. **Review MOU with SVFPD:** A lengthy discussion between the board members regarding MOUs, Ordinances, and billing. The public has some confusion and would like clarification. Vicki Anderson, Chief of Sierra Valley Fire District, stated that she agreed with the current MOU which expires in Sept. 2019, at which time it should be reviewed, and possible changes made. **Denise made a motion to review all MOU's with all local Districts in Eastern Plumas and Sierra Counties, and Donald seconded, all in favor. Motion passed with no objection.**
12. **Long Valley Fire – Scott Road – Invoice/Run Report 2018-004 Adam Czapleski:** SVVFD's chief has no recollection of a specific conversation with the BFD's former chief regarding Long Valley Fire – Scott Road or that BFD billed for structure fires. **Daniel motioned to waive/archive fees for Adam Czapleski, seconded by Donald, all in favor. Motion passed with no objections.**
13. **BFD's Internal Fire Recovery Billing Process:** There is not a written policy, but Fran receives the "Run Report" and "Incident Billing Worksheet" from the fire fighters and transfers the information to the Fire Recovery website and Fire Recovery handles the process from there. **Daniel motioned to create a comprehensive written billing policy for the District, seconded by Denise, all in favor. Motion passed without objections.**
14. **Policy & Procedures 6030.1 & 6030.2 Annexation Procedures:** Dwight motioned to remove Policy Numbers 6030.1 and 6030.2 from the Annexation Procedures Policy Number 6030, Denise seconded, all in favor. **Motion passed without objection.**
15. **Ruben Villa – Temporary Increase Monetary Compensation:** Dwight motioned to increase the Mechanic On Call position (\$12.64) to the same hourly wage as the Firefighter position (\$13.77) on the next pay period, Daniel seconded, all in favor. Denise Downs – yes, Donald Ball – yes, Dwight Ceresola – yes, Daniel Smith – yes, George Bundy – absent.
16. **Folchi Logging & Construction Inc. – Snow Removal Contract 2018-2019 Season:** Dwight motioned to accept the Snow Removal Contract with Folchi Logging & Construction Inc. for the 2018-2019 Season, Don seconded, all in favor. Denise Downs – yes, Donald Ball – yes, Dwight Ceresola – yes, Daniel Smith – yes, George Bundy – absent.
17. **Replacing SCBA Refill Station – Station 1: Rolled over.**
18. **Rock Base for East Side of Station 1: Rolled over.**
19. **Battalion Chief's Report:** None
20. **Division Chief's Report:** None
21. **Safety Officer's Report:** None
22. **Directors' Reports:** George Bundy – Absent; Denise Downs – None; Donald Ball – None; Dwight Ceresola – None; Daniel Smith -None.
23. **Old Business: NIMS Requirement IS100 and IS700:** Denise Downs, Donald Ball, Dwight Ceresola, Daniel Smith and Patty Venable **Ethics Class Renewals:** George Bundy, Daniel Smith and Patty Venable, pending local class.
24. **New Business:** Next Board Meeting on November 15, 2018 at 6:30 p.m.

25. Adjournment: Adjourned at 8:30 p. m. **Denisce motioned for an adjournment and Daniel seconded. Motion passed.**

I, FRAN ZEITS and PATTY VENABLE, SECRETARY OF THE BOARD, DO HEREBY CERTIFY THAT THE FOREGOING MINUTES OF SAID **BOARD MEETING** OF THE BECKWOURTH FIRE DISTRICT HELD ON **October 18, 2018** ARE CORRECT AS RECORDED.

Fran Zeits and Patty Venable, Secretary of the Board

BOARD OF DIRECTORS' APPROVAL SIGNATURES: Minutes for October 18, 2018.

George Bundy: _____ Date: _____

Denisce Downs: _____ Date: _____

Donald Ball, M.D.: _____ Date: _____

Dwight Ceresola: _____ Date: _____

Daniel Smith: _____ Date: _____