

AGENDA

Regular Meeting

March 06, 2024 05:00 PM

180 Main St, Beckwourth, CA 96129

Board of Directors

President Richard McLaughlin • Vice-President Daniel Smith • Director Cary Curtis • Director Melissa Klundby • Director Larry Smith

REASONABLE ACCOMMODATIONS

In compliance with the American Disabilities Act (ADA), the district will make every reasonable attempt to accommodate any attendee or participant at this meeting needing special assistance beyond what is normally provided. Please contact Beckwourth Peak Fire Protection District at 530-832-1008 at least 48 hours prior to this meeting to inform us of your particular needs. Beckwourth Peak Fire Protection District will determine if your particular needs can be accommodated.

1. Call to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Public Comments

Discussion [Comment](#)

Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 3 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting

3. Minutes

Discussion Possible Action [Comment](#) [View Item](#)

Consider approval of the minutes from the Special Meeting held on February 12, 2024

4. District Logo

Discussion Possible Action [Comment](#) [View Item](#)

Review and discuss options for a District Logo. Consider approval of a logo or direction for revisions to be brought back to the Board.

5. Fire Chief Recruitment

Discussion Possible Action [Comment](#) [View Item](#)

Receive and update on the Fire Chief Recruitment process.

6. Legal Counsel Selection

Discussion Possible Action [Comment](#) [View Item](#)

Receive and update on the Legal Counsel Selection process.

7. Website Development

Discussion Possible Action [Comment](#) [View Item](#)

Receive and update on the selection of a website developer. Consider approval to enter into a contract with a provider recommended by the Administration committee.

8. Committee Matters

Discussion Possible Action [Comment](#) [View Item](#)

Receive reports from Committees

- A. Finance Committee Report
- B. Operations/Safety Committee Report
- C. Administration/Personnel Committee Report
- D. Annexation Committee Report

9. District Communications

Discussion [Comment](#)

Board Member and staff communications and reports.

10. Adjournment

Beckwourth Peak Fire Protection District
Minutes
Special Meeting
February 12, 2024 05:00 PM
180 Main St, Beckwourth, CA 96129

1. Call to Order

The meeting was called to order at 5:00 pm by President Richard McLaughlin.

A. Pledge of Allegiance

Lead by President Richard McLaughlin

B. Roll Call

Present: President Richard McLaughlin, Vice-President Daniel Smith, Director Cary Curtis,
Director Melissa Klundby

Absent: Director Larry Smith

2. Public Comments

There were no comments from the public.

3. Minutes

Approve the minutes of the Special Meeting held on January 10, 2024 and the Special Meeting held on January 22, 2024

Vice-President Daniel Smith motioned to approve. A second was made by Director Cary Curtis.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent**

4. Fire Chief Recruitment

After a brief review by Rich McLaughlin and Daniel Smith the package presented, including the job description, recruitment and selection procedure and compensation proposal was approved.

Director Cary Curtis motioned to approve. A second was made by Director Melissa Klundby.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent**

5. Legal Counsel Selection

Approved distribution of the RFP for Legal Counsel.

Director Melissa Klundby motioned to approve. A second was made by Director Cary Curtis.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent**

6. Interim Fire Chief

Approved the appointment of Kenny Osburn as Interim Fire Chief, with the Interim Fire Chief reporting to the Board President and the Board President directing the Interim Fire Chief

Director Cary Curtis motioned to approve. A second was made by Vice-President Daniel Smith.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent**

7. District Treasurer

Appointed Daniel Smith as District Treasurer. Directed staff to research required bonding.

Director Cary Curtis motioned to approve. A second was made by Director Melissa Klundby.

The motion passed with the following vote:

4 **In Favor** **Opposed**
 Abstained 1 **Absent**

8. Bank Account Authorization

Adopted Resolution No. 2024-002 authorizing the opening of bank accounts and approving the following individuals to sign on the accounts:

President, Rich McLauhglin

Vice-President, Daniel Smith

Director, Cary Curtis

Director, Melissa Klundby

Director, Larry Smith

Interim Fire Chief, Kenny Osburn

Director Cary Curtis motioned to approve. A second was made by Vice-President Daniel Smith.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Daniel Smith**
Aye **Director Cary Curtis** Aye **Director Melissa Klundby** Absent **Director Larry Smith**

9. District Logo

Kenny Osburn explained that he was still awaiting a final drawing from the graphic designer, he asked the item be placed on the next agenda for consideration.

10. Committee Matters

A. Finance Committee Report

President McLaughlin made a committee appointment change replacing Larry Smith with

Daniel Smith on the Finance Committee. The Committee reported on acquiring funds from Gold Mountain CSD, Beckwourth Fire Department and Sierra Valley Fire Department. It was also reported that quotes for insurance were being obtained.

B. Operations/Safety Committee Report

President McLaughlin made a committee appointment change replacing Daniel Smith with Larry Smith on the Ops/Safety Committee. Kenny Osburn reviewed the updated staffing proposal for the new district explaining an option of dividing it into East and West Divisions.

Larry Smith arrived at the meeting at 5:5pm.

C. Administration/Personnel Committee Report

Director Curtis reviewed information obtained from Streamline regarding creation of a website. She would continue to gather additional information and return to the Board at the next meeting.

D. Annexation Committee Report

Director Curtis reported that the Committee had met with Eastern Plumas Rural Fire Protection District and provided them with a list of information they would need to provide for annexation consideration.

11. Adjournment

The meeting was adjourned at 6:56pm.



FROM: Daniel Smith, Vice President / Treasurer

Meeting Date: 3-6-24

RE: Fire Chief Recruitment

BACKGROUND: BPPFD is in the process of recruiting a new Fire Chief to take over the reins from our interim Fire Chief Ken Osburn. We have set the closing date for applications on 3-29-24 at 4 PM. We hope to hold interviews in the middle of April and would like to hire for a start date in May 2024.

EXECUTIVE SUMMARY: This is one of the most important decisions the board will make during the formation of the new district. We have advertised through the Western Fire Chief's Association website and weekly newsletter through March 29th. Coverage will include the Western Division, which includes CA, AZ, OR, WA, AK, HI, ID, MT, NV, UT, and the western pacific islands. Also, we have posted on Local web sites, Local papers, Facebook, and other associations.

RECOMMENDATION: Informational only, the board has previously approved the job description and compensation package for the position.

FISCAL IMPACT: The starting range for the position is \$ 78,628 minimum with benefits. The maximum pay is \$ 117,915 including benefits.

Advertising costs are approximately \$600 for posting the job announcement.

MEETING DATE: March 6, 2024

FROM: Rich McLaughlin

RE: Legal Counsel Selection

BACKGROUND:

The RFP for Legal Counsel was distributed after the last meeting. The response deadline is Friday March 1, 2024

EXECUTIVE SUMMARY:

Rich McLaughlin will report on RFPs received, and update the board on the selection process

RECOMMENDATION:

FISCAL IMPACT:

FROM: Cary Curtis & Leslie Chrysler

Meeting Date: March 6, 2024

RE: Streamline Website and Email Services

BACKGROUND:

The Admin Committee was tasked with investigating options for website and email services for the district.

EXECUTIVE SUMMARY:

At the Feb. 12th BPPFD board meeting, direction was given to pursue lower cost options with Streamline and engage Streamline to provide staff with a tutorial of the Community Pro package.

On Feb. 29, Streamline conducted an overview of their Community Pro package for Chief Osburn and Heather. After some discussion on pricing, Streamline offered a lower cost Community Pro option for the district. Both Chief Osburn and Heather saw value in the ability to have back-end interface capability for staff and the board.

The functionality of Community Pro allows for an easy way to communicate to the community through the website. It offers back-end management tools for the board and staff and a repository for district documents, policies and ordinances.

Streamline can set up the district's email accounts to integrate with the website capabilities.

On Feb. 12, the board directed the Admin Committee to recommend email format and provider until which time a ca.gov account for email and website domain is approved by the State. The Admin Committee is continuing to pursue setting up our domain and emails in a ca.gov format, and the committee has received recent communications from the state.

Streamline will assist with transitioning to the ca.gov format for both the website and email when it becomes available. The domain bppfd.ca.gov has been approved by the State but the official confirmation has not yet been received by the committee.

The Streamline platform provides:

- Website hosting, a payments platform, security and unlimited support/training.
 - Unlimited upload and storage space.
 - Unlimited ability to add, edit and remove content on our site.
 - Compliance dashboards to help manage agendas, minutes, and transparency requirements.
 - Transparency Dashboard with real-time status on compliance progress.
-

RECOMMENDATIONS:

1. Proceed with setting up a domain and email format in a browser-based system, such as Google (gmail). Format sample: rmclaughlinbpfpd@gmail.com
2. Contract with Streamline for the Community Pro package with new quote.
3. Approve Streamline contract dated February 9, 2024, for Community Pro Package @ \$210 per month. No set up fee.

Original - Compliance Basics +Portal	\$320/Month	\$3,840/Annual
Original - Add Back End Feature	\$75/Month	\$900/Annual
Original - Community Pro	\$395/Month	\$4,740/Annual
New Offer – Community Pro	\$210/Month	\$2,520/Annual

FISCAL IMPACT:

Dependent upon options the board chooses as outlined in Recommendations.



Streamline Platform - Subscription Agreement

CUSTOMER: **New Fire District**

ORDER DATE: **02 / 09 / 2024**

This Software as a Service Agreement ("Agreement") is entered into on the start date listed below, between Streamline (DBA of Streamline Software, Inc.) with a place of business at 3301 C St, #1000, Sacramento, CA 95816 ("Company"), and the Customer listed above ("Customer"). This Agreement incorporates the [Streamline Terms of Service](#). [W9 is available online](#). **Most customers prefer annual billing for convenience, but all subscriptions are cancellable anytime with a written 30-day notice.**

DESCRIPTION OF SERVICES: See Page 2 for an overview of what Streamline Web Flex includes, and for more information please review our [subscription-based website toolkit for local government](#) .

SUBSCRIPTION ORDER:

Name	Price
Community Pro CSDA Member Price	\$210.00

One-Time Migration Costs: **\$0**
 Invoice Frequency: **Monthly**
 Additional Billing Details: **N/A**
 Member: **Yes**

Order #: **17325445813**
 Original Order? **Original**
04/01/2024
 Billing Start Date:

Billing Person:
 Billing Address:
 City, State, Zip:

Phone:
 Email:

Streamline:

Name: Michael Rivera
 Title: Associate Partner
 Date: 02 / 29 / 2024
 Signature: *Michael Rivera*

Customer:

Name:
 Title:
 Date:
 Signature:



What Your Subscription Includes

Streamline Flex Pricing Terms

This Addendum to the Terms of Service Agreement between Streamline and the Customer establishes that the pricing for Streamline's services, known as Flex pricing, is subject to change and will remain valid for a period of one (1) year. It ensures that the Customer has access to all tools offered by Streamline during this time, with the understanding that future pricing tiers may be defined based on product development and customer feedback. The Addendum acknowledges the Customer's contribution to Streamline's mission to serve all districts and aims to find pricing options that better align with their needs. If the customer is a member of a Streamline partner agency, pricing may include a 30% member discount that is incorporated into the pricing structure and agreed upon by both parties.



Technology

- **Easy-to-use website tool allows you to control your content** - no more waiting on a vendor or IT.
- **Built-in ADA compliance** (the platform is fully accessible out of the "box").
- **State-specific transparency dashboard** with checkpoints for all posting requirements.
- **Meeting dashboard with agenda reminders**, one-click agenda and minute upload that takes seconds.
- **Ongoing improvements** to existing features included at no cost - your software will never be out of date.



Setup and Training

- **Multiple options** for initial site build and migrating existing content.
- **Introduction to your state requirements** so you know what needs to be posted.
- **Training** for anyone on your staff via remote meeting to help you learn the system.
- **Free domain** included (acmemud.specialdistrict.org) or connect your own custom domain / web address.
- **Free SSL security certificate** so that your site is served over https and visitors are protected.



Ongoing Support

- **Unlimited support** is included for anyone on your staff responsible for updating the website.
- **Support system is built into your website** - get help with the click of a button.
- **Unlimited hosting** of content and files so you never have to "upgrade" your account.
- **Extensive knowledge base** of how-to articles and getting started guides are available 24/7.



STREAMLINE

(916) 900-6619

info@getstreamline.com

www.getstreamline.com

- Can't figure out how to send your question? That's ok, you'll have our technical support number, too.

And if (when) your state passes additional website mandates, Streamline Web will be updated to help you comply as effortlessly as possible.

Beckwourth Peak Fire Protection District

Funding 2024 update March 2024

February transfer from Beckwourth Fire	\$ 420,000
July transfer BFD, revenue from EPHC 911 response contract @ 4,166 a month	\$ 21,000
July transfer BFD 4 Qtr. Contract GMCSO	\$ 14,790
SVFD Reserves + Auxiliary funds estimate Less expenses	\$150,000
SVFD Hallelujah Junction Contract	\$ 10,000
Pending GMCSO Buy in	\$ 75,000
Total estimate funding for 2024 Round 1	<u>\$ 690,790</u>
BFD Tax Revenue 23/24	\$ 126,000
SVFD Tax Revenue 23/24	\$ 39,500
Total estimate funding Round 2 Late 2024	<u>\$ 165,500</u>
Portola annual TRA transfer 24/25 Round 3 Late 2025	<u>\$ 70,000</u>
Total Initial Funding all 3 Rounds	<u>\$ 926,290</u>

FROM: Daniel Smith, Vice President / Treasurer
Meeting Date: 3-6-24

RE: District Insurance Quotes

BACKGROUND: BPPFD is in the process of gathering quotes for insurance for the new district. It will be necessary to have new insurance in place by late May or early June in order to have a smooth transition for the dissolving agencies.

EXECUTIVE SUMMARY: The cost of insurance is the largest item in the new district budget aside from payroll. The agency is going from an average of two stations in each district to 5 stations in the new district. The increase in vehicle insurance is also quite a lot with the combination of all the agencies. The one thing that the original consolidation study could not foresee was the cost increase in building and vehicle insurance when the original budget plan was produced. This is a critical piece of the budget that may affect reserves and other funds we will have available.

RECOMMENDATION: Informational only, as soon as all the quotes are received, we will return to the board with this item to make some decisions.

We have submitted applications to four interested companies for quotes.

- 1 Golden State Risk Management Association**
- 2 Special District Risk Management Association**
- 3 Volunteer Fire Insurance Services / Lambert Insurance Local**
- 4 Volunteer Fire Insurance Services / Flanigan Insurance / Reno**

FISCAL IMPACT: N/A at this time

FROM: Annexation Committee/L. Smith & C. Curtis

Meeting Date: March 6, 2024

RE: Status of Eastern Plumas Rural Fire Protection District Annexation

BACKGROUND:

January 23, 2024 – Annexation Committee met with Plumas LAFCo and Eastern Plumas Rural FPD (EPRFPD) to open discussion about the annexation of EPRFPD into Beckwourth Peak FPD/BPFPD.

January 29, 2024 – Annexation Committee met with EPRFPD representatives to discuss a path forward and immediate steps to accomplish to bring a similar resolution of both districts for review and approval by the respective district board of directors.

EXECUTIVE SUMMARY:

The representatives of BPFPD agreed to draft a resolution for review by both agencies. That work is underway.

BPFPD representatives will draft a critical milestone timeline to meet the annexation date of 12/31/2024. To be shared with EPRFPD and BPFPD.

On February 12, 2024, Plumas LAFCo agreed to reduce the LAFCo annexation fees for EPRFPD. The estimated cost with the reduced fees and Board of Equalization fees are estimated at \$10,000.

There are no further updates from EPRFPD related to completing the questionnaire for information that is needed for the resolution.

There are no updates about the desires of C-Road CSD to relinquish their fire protection and medical response responsibilities to another agency.

RECOMMENDATION:

There are no recommendations at this time.

FISCAL IMPACT:

To be determined by a thorough financial review of EPRFPD and the financial impact to BPFPD.