



Beckwourth Peak Fire Protection District  
**AGENDA**

**Special Meeting**  
**July 17, 2024 04:00 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. Policy 1145 Compensation, Overtime, Work Period**

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

The Board will review the updated policy #1145 with possible approval.

**4. Adoption of Resolution 2024.07 IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT**

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

Board to review and approve Resolution 2024.07 IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT, which is required by OES for compensation of

district staff when deployed on an emergency incident.

#### **5. Changes to Plumas Bank Signature Card**

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

The District needs to add Chief Rosevear to the bank signatory card, and remove interim Chief Osburn.

#### **6. Future Agenda Items**

Items requested to be included on the next meetings agenda.

#### **7. Next Meeting**

Discussion  [Comment](#)

The next scheduled meeting will be another Special Meeting on July 24th at 5:00pm

#### **8. Adjournment**

This brief is being provided to inform the Board, staff and public of the details of an Board agenda. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** July 17, 2024

**Originator:** Jack Rosevear, Fire Chief

**Purpose:** Adoption of Policy 1145 (Work Period/Compensation/Overtime)

**Desired Action by the Board:** Adopt Updated Policy and Attached Position Compensation List

**Supporting Documents Included:** Yes

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1. **Description:**

Policy 1145 was adopted by the Board at the July 3, 2024 meeting. It was agreed that Director Curtis would make minor clerical revisions to the document. There were also three positions on the compensation schedule which needed to be added.

The three positions added to complete the schedule were Administrative Battalion Chief, Training Officer and Assistant Chief. The Administrative Battalion Chief position is responsible for equipment purchase and acquisition of capital equipment. This position has been responsible for obtaining valuable equipment at considerable savings to the District. The position also coordinates grant opportunities and submissions. The current position averages approximately 8 hours of District related work each pay period. The level of service is significant to the operations of the District. The Training Officer position is a Division Chief level rank and would be filled by Chief Kenny Osburn. Kenny has agreed to remain on with us to oversee the training program and provide certified classes, as needed. This will be invaluable as we look forward to a Firefighter 1 certified academy in early 2025.

2. **Reason for Recommended Board Action :**

Required confirmation due to changes and additions.

3. **Anticipated Impacts to the District (negative and/or positive):**

Without an approved and validated compensation policy, the District cannot compensate it's employees and cannot participate in OES reimbursable deployments to fires. The hours expended by the positions added are not anticipated to have a budget impact, due to minimal hours expended. Anything above minimal and irregular assignments will be evaluated by the Fire Chief to assure budget compliance.

4. **Impacts to the Customer:**

None

5. **Recommendation (s):**

Approve the updated policy and compensation schedule as submitted.





**POLICY TITLE: Work Period/Compensation/Overtime**

**POLICY NUMBER: 1145 – A Lexipol Policy**

## **BECKWOURTH PEAK**

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## **FIRE PROTECTION DISTRICT**

### **1145 Work Period/Compensation/Overtime**

**1145.1** As allowed by the 7(k) exemption under the FLSA, the District has adopted a 14-day work period, in which the maximum allowable hours worked before overtime is triggered is 106 hours. Any time worked over 106 hours in the 14-day work period will be compensated at the appropriate overtime rate. The work period coincides with the Districts pay periods.

**1145.2** Employee Compensation schedule is attached as "Exhibit A" and outlines the pay rates effective as of July 1, 2024.

#### **1145.3 Categorization of Paid Employees:**

- **Fire Chief:** Salaried, at will contract employee.
- **Duty Officer:** The Duty Officer shall be scheduled to work nine (9) hour shifts, which includes a one hour paid lunch period. Duty Officers are scheduled shifts 7 day per week.
- **On-Call Weekday Duty Officer (PM):** Weekday night on-call employees will be compensated at the appropriate hourly wage, (Exhibit A), for on-call time worked.
- **On-Call Weekend Duty Officer:** Duty Officers who are Driver/Operator Certified and are an EMT/EMR working on weekends; (Friday through Sunday).
- **All On-Call employees** are required to remain within 5 miles of the closest District station. Employees who are On-Call are free to engage in personal pursuits and use the time at their own discretion. Unless and until On-Call employees are requested to report to a call for emergency services, they are not required to perform any District duties. Employees who are On-Call may choose to but are not required to stay at a fire station. They are, however, required to fulfill any reporting requirements related to emergency response involvement.



**POLICY TITLE: Work Period/Compensation/Overtime**

**POLICY NUMBER: 1145 – A Lexipol Policy**

## **BECKWOURTH PEAK**

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### **FIRE PROTECTION DISTRICT**

- **Battalion Chief/Acting Battalion Chief:** Battalion Chiefs will be compensated according to pay schedule, (Exhibit A). Battalion Chiefs are required to keep track of hours during the time they fill this position.
- **Paid Call Employees:** Compensation will be paid at the appropriate classification rate for the position by one hour increments when responding to calls.
- **Strike Team:** Strike team employees are considered as Temporary Employees during the time of their deployment and not Permanent Employees of the District. Strike Team employees will be paid based on OES Salary Schedule.

#### **1145.4 Recording Hours Worked:**

- All employees will keep a record of all hours worked on the District approved timecard and will designate under which classification work was performed.
- The employee must accurately complete each timecard for hours worked and must include the employee signature on the timecard.
- By signing a timecard, the employee validates that break periods have been taken as required by law, and as is stated on timecard forms.
- Timecards are due to the District's HR/Administrator by the last day of the pay period.



**POLICY TITLE: Work Period/Compensation/Overtime**

**POLICY NUMBER: 1145 – A Lexipol Policy**

## **BECKWOURTH PEAK**

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## **FIRE PROTECTION DISTRICT**

### **EXHIBIT “A” – EMPLOYEE COMPENSATION SCHEDULE**

<b>Position Title</b>	<b>Compensation Rate</b>
On Duty Pay/Paid Call Rate	Base Rate: \$16.00 hr.
EMT/EMR & Driver Operator	\$17.00 hr.
Acting Battalion Chief	\$18.00 hr.
Administrative Battalion Chief (Procurement)	\$25.00 hr.
Training Officer	\$40.00 hr.
Assistant Chief	\$27.00 hr.
On-Call Night Rate – Weekday (Monday through Thursday)	\$8.00 hr.
On-Call Night Rate – Weekend (Friday through Sunday) Must be a Driver/Operator	\$17.00 hr.

Adopted Jul 3, 2024

**POLICY TITLE: Work Period/Compensation/Overtime**

**POLICY NUMBER: 1145 – A Lexipol Policy**



# **BECKWOURTH PEAK**

## **FIRE PROTECTION DISTRICT**

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This brief is being provided to inform the Board, staff and public of the details of an Board agenda. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** July 17, 2024

**Originator:** Jack Rosevear, Fire Chief

**Purpose:** Adoption of Resolution required by Cal OES- Fire/Rescue Branch

**Desired Action by the Board:** Adopt Resolution and Updated OES Salary Schedule

**Supporting Documents Included:** Yes

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1. **Description:**

This resolution is required by Cal OES for portal to portal and overtime reimbursement for fire deployments authorized by Cal OES. With the start of the new District, it was necessary to open a new account in the MARS reimbursement system, which is the primary way departments are tracked and reimbursed for fire deployment. Daily time sheets (F-42 form) are required to be entered for each day apparatus and crew are deployed to an incident. The entries are tracked over the length of the deployment and an invoice is created when crews are released to their home departments. OES wishes to verify staff payment obligations, including overtime and portal to portal reimbursements to the District. This is accomplished by resolution validated and approved by the governing board of directors. The approved document is uploaded into the MARS system and can be reviewed by OES staff, as needed.

Also attached is the updated salary schedule, entered into MARS, for reimbursement. It includes the addition of additional employer expenses (workers compensation and unemployment insurance) outside of the hourly pay rate, and represents true position costs. We pay our deployed staff at the OES pay rate, which may be different than the standard District rate. OES requires if their base rate is above a department's rate for a given position, the District shall use the OES base rate. District policy 1145 requires employee compensation at the rate established in the approved OES salary schedule.

2. **Reason for Recommended Board Action :**

Required by OES for deployment reimbursement to District.

3. **Anticipated Impacts to the District (negative and/or positive):**

If not approved, the District cannot be reimbursed for costs related to deployment outside of the District and to incidents within the District for which State or Federal reimbursement to local agencies, has been approved.

4. **Impacts to the Customer:**

None

5. **Recommendation (s):**

Approve the Resolution and Salary Schedule as submitted.



# BECKWOURTH PEAK FIRE PROTECTION DISTRICT

Phone: Station 1 (530) 832-1008  
Fax: (530) 832-5828  
fireprotectplumas@gmail.com  
180 Main St. Beckwourth, CA 96129

## Board Members

**Rich McLaughlin**  
President

**Daniel Smith**  
Vice-President

**Cary Curtis**  
Director

**Melissa Klundby**  
Director

**Larry Smith**  
Director

**Interim Fire Chief**  
Kenny Osburn

**Admin. Officer**  
Heather Grant

## RESOLUTION No.: 2024.07

A RESOLUTION OF THE *Beckwourth Peak Fire Protection District* IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT.

WHEREAS, the Beckwourth Peak Fire Protection District is a public agency located in the County of Plumas, State of California, and

WHEREAS, it is the Beckwourth Peak Fire Protection District desires to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Beckwourth Peak Fire Protection District has in its employ, Fire Suppression response personnel including: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Fire Captain, Lieutenant, Engineer, Apparatus Operator, Firefighter/EMT, Firefighter; and

WHEREAS, the Beckwourth Peak Fire Protection District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Beckwourth Peak Fire Protection District will compensate its employees overtime in accordance with their current Policy 1145, while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

Now, Therefore, Be It Hereby resolved by the Beckwourth Peak Fire Protection District Board of Directors *that*:

*"The Beckwourth Peak Fire Protection District is committed to the protection of life and property, using as our model, safety, teamwork, continued education and training."*



# BECKWOURTH PEAK FIRE PROTECTION DISTRICT

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1. Personnel shall be compensated according to Policy 1145, Personnel Rules and Regulations, and/or other directive that identifies personnel compensation in the workplace.
2. In the event a personnel classification does not have an assigned compensation rate, a “Base Rate” as set forth in an organizational policy, administrative directive or similar document will be used to compensate such personnel.
3. The Beckwourth Peak Fire Protection District will maintain a current salary survey or acknowledgement of acceptance of the “base rate” on file with the California Governor’s Office of Emergency Services, Fire Rescue Division.
4. Personnel will be compensated (portal to portal) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.
5. Fire Department response personnel include: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Fire Captain, Lieutenant, Engineer, Apparatus Operator, Equipment Operator, Firefighter/EMT, and Firefighter.

PASSED, APPROVED AND ADOPTED this 17th day of July, 2024.

\_\_\_\_\_  
Board President/Chairperson

ATTEST: \_\_\_\_\_  
Board Clerk

I, Heather Grant, Board Clerk of the Beckwourth Peak Fire Protection District, hereby certify that the foregoing resolution was duly passed at a regular meeting of the Board of Directors of the Beckwourth Peak Fire Protection District held on the \_\_\_\_\_th day of \_\_\_\_\_, 2024 by the following vote on roll call:



# BECKWOURTH PEAK

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## FIRE PROTECTION DISTRICT

Phone: Station 1 (530) 832-1008  
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Ayes:

Noes:

Absent:

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Board Clerk

# SALARY SURVEY WORKSHEET 7/17/2024

Agency Update Options		Salary Survey			
Agency Information		All information provided on this form is subject to audit by Cal OES, CAL FIRE, and the Federal Fire Agencies signatory to the California Fire Protection Act. Please provide the hourly Salary Rate, or Base Rate for each classification used by your agency that is reflected in the table below. Instructions for Completing the Cal OES Salary Survey			
Salary Survey					
Administrative Rate					
Attachment A. Non-Suppression Personnel					
Special Equipment					
Agreements (MOU/MOA/GBR)					
Agency Personnel					
Agency Summary					
Notification					
Classification Title	Base Rates	Are you Utilizing the Base Rate?	Are you adding WC/UI?	Salary Rate (ST)	
Chief	\$34.59	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$37.38"/>	
Deputy Chief	\$34.59	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$37.38"/>	
Division Chief	\$34.59	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$37.38"/>	
Assistant Chief	\$34.59	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$37.38"/>	
Battalion Chief	\$34.59	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$37.38"/>	
Co. Officer/Capt./Lt.	\$27.77	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$30.32"/>	
App. Officer/Eng	\$27.77	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="\$30.32"/>	
Firefighter/FF-PMedic	\$27.77	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="30.32"/>	

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**Date:** July 17, 2024

**Originator:** Rich McLaughlin, Board Chair

**Purpose:** Approve Chief Rosevear as a signatory on the Plumas Bank Signature Card

**Desired Action by the Board:** Approve Chief Rosevear to sign the District's bank signature card.

**Supporting Documents Included:** No

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1. **Description:**

Plumas Bank requires Board Approval in terms of signed minutes to add Chief Rosevear's signature to the District's list of assigned signatories.

2. **Reason for Recommended Board Action:**

Plumas Bank Requirement

3. **Anticipated Impacts to the District (negative and/or positive):**

Adding Chief Rosevear to the bank card is necessary for the Chief to fulfill all requirements of his employment agreement and efficiently run the District.

4. **Impacts to the Customer:**

None

5. **Recommendation (s):**

Approve adding Chief Rosevear to the Plumas Bank signature card.