



Beckwourth Peak Fire Protection District
AGENDA

Regular Meeting
June 05, 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. Consent Agenda

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

These items are expected to be routine and non-controversial. The Board of Directors will act upon them at one time without discussion. Any board members, staff member or interested party may request that an item be removed from the consent agenda for discussion.

A. Approval of Minutes from May 8th, 2024, Regular Meeting.

Approval of Minutes from May 22nd, 2024 Special Meeting.

District Financial Reports

4. 2024-2025 Budget

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

Final review and possible adoption of the 2024/2025 Budget

5. Special Tax Ordinance 2024.01

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

Final reading and possible adoption of Ordinance 2024.01 To Administer Special Tax on Real Property.

Special exemptions are available for contiguous parcels and low income property owners.

A letter was posted in the Sierra Sun and on Beckwourth Fire's Website detailing those exemptions and how to apply.

6. Committee Progress Update

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

Board will receive updates from each committee lead on progress/ tasks completed.

A. Finance Committee

-Accounts Payable consolidation for involved districts.

B. Operations Committee

Asset Transfer

DMV Title Actions

C. Admin Committee

Website & Email

D. Personnel Committee

Blanket letter for current Beckwourth staff.

E. Annexation Committee

~Discussion on annexation to be held during line item 9, discussion with possible action.

7. District Policies

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

Policy review and possible adoption.

A. Second review of policies issued at the last regular board meeting. Possible adoption if approved. Policies in this packet are:

1010 Basis of Authority, 1015 The Board Clerk, 1020 Board and Staff Communications, 1030 Code of Ethics, 1040 Correspondence to the Board, 1045 Legal Counsel and Auditor, 1055 Legislative Advocacy, 4100 Attendance at Meetings, 4105 Committees of the Board, 4110 Duties of the Board President, 4115 Ethics Training, 4120 Members of the Board of Directors,

4125 Training, Education, and Conferences, 4200 Board Actions and Decisions, 4205 Board Meeting Agenda, 4210 Board Meeting Conduct, 4215 Brown Act Compliance, 4220 Minutes of the Board, 4225 Review of Administrative Decisions, 4230 Rules of Order for Board Meeting Conduct

8. Eastern Plumas Rural FPD Annexation

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

Board to determine stance on annexation of Eastern Plumas Rural FPD. Review and possible adoption of materials presented.

A. : Board to vote on support for or against annexation of Eastern Plumas Rural FPD

B. : Review of terms and conditions with captured edits, Possible action to approve

C. : Review of Annexation Resolution, possible action to adopt.

D. : Schedule a public hearing to consider annexation

9. Contract with Eastern Plumas Health

Discussion Possible Action  [Comment](#)

Eastern Plumas is no longer willing to contract with the new district.

10. Board/ Staff Communications.

Discussion  [Comment](#)

Update on any communications of interest to BPPFD.

11. Future Agenda Items

Discussion  [Comment](#)

Any items requested to be included on the next meetings agenda.

12. Next Board Meeting

Discussion  [Comment](#)

The next meeting is scheduled for July 3rd 2024 at 5:00 pm.

13. Closed Session

Discussion  [Comment](#)

A. Public Employee Appointment

Closed Session pursuant to Government Code Section 54957 – Public Employee Appointment

Chief Fire Officer

14. Report out on close session.

Discussion  [Comment](#)

15. Adjournment



Beckwourth Peak Fire Protection District
Minutes
Special Meeting
May 08, 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

Led by President Richard McLaughlin

B. Roll Call

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

Staff Present: Interim Chief Osburn, Board Clerk Grant, Safety Officer Meyers, FF Villa, FF Thompson, FF Harris, FF Hiatt.

2. Public Comments

3. Consent Agenda

A. Approval of Minutes from April 3rd, 2024, regular meeting.

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

The roll call vote:

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

4. Preliminary Draft 24-25 Budget Presentation

Discussion was held on the projected budget. No members of the public offered any comments on this item,

5. Legal Counsel Update

The district has chosen to contract with BB&K for legal services. An announcement was made.

6. CA Initiative 1935 Update: Possible action to oppose.

It was decided that the board would move forward with the Resolution to oppose Initiative 1935, and pursue developing an impact statement for our constituents.

Director Cary Curtis motioned to approve. A second was made by Director Larry Smith.

The roll call vote:

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

7. **Committee Progress Update**

A. Finance Committee

-Accounts Payable consolidation for involved districts.

~Insurance Bids for 24/25

~Draft Ordinance Review for Special Parcel Tax Administration

Board treasurer Smith reported out as follows:

~he would like to add Beckwourth's current bills to the Peaks A/P list.

~he would like to request another funds transfer from Beckwourth Fire.

~he would like some ideas on how to *commensurate* Beckwourth when it becomes a dissolved district.

Insurance: on district insurance, the local insurance team the Peak has been working was unable to provide workers compensation insurance, and so was not a good fit. The district has decided to use GSRMA for their insurance provider.

Tax Ordinance: discussion was held on how best to get the waivers to/for citizens prior to assessment certification with the county. The board decided to hold a special meeting for the first reading of the Ordinance. All questions on this matter are to be referred to the districts legal team.

B. Operations Committee

Committee Member and Director, Larry Smith, stated that the asset transfer was going well and that he needed to obtain titles and deeds for each asset being transferred.

C. Admin Committee

~Update on streamline website set-up and training

Committee Member and Director, Cary Curtis, reported that the next training with Streamline is to take place on 5/15. The website should be live by the end of May.

D. Personnel Committee

E. Annexation Committee

~Discussion on annexation to be held during line item 9, discussion with possible action.

8. District Policies

Director Curtis asked that the first set of policies be read through for approval at the next meeting on 6/5/2024

9. Eastern Plumas Rural FPD Annexation

A. Review of Annexation Resolution

The Board of Directors will need to sign the Annexation Resolution for LAFCO before they can move forward with annexation.

B. Schedule a public hearing to consider annexation

No Action

10. Contract with Eastern Plumas Health

Chief Osburn reported that an agreement was reached with Eastern Plumas Ambulance service, to continue contracting with Beckwourth Peak, as they had with Beckwourth Fire. Mr McCoy needs to get approval from his Board before an agreement can be signed.

11. Plumas Bank Account(s)

A motion was made to open a savings account for the district reserves, and to set up online banking for Board and Staff. Treasurer Smith will be the online account administrator, setting users and user permissions.

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

The roll call vote:

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

12. Administrative Delegation

It was discussed that Sierra Valleys admin will start working two days a week at Beckwourth to help lighten the workload currently being managed by one admin.

13. Board/ Staff Communications.

No Board communications were shared

14. Future Agenda Items

Next Meeting:

~Mission Statement

~Tax Ordinance and Annexation: a special meeting will be held on 5/22 to address these two important issues.

~Resolution/ contract agreement with Eastern Plumas Health.

~Budget example to include Eastern Plumas Rural Fire.

15. Next Board Meeting

The next board meeting is scheduled for June 5, 2024.

16. Closed Session



A. Closed Session pursuant to Government Code Section 54957 – Public Employee Appointment

Chief Fire Officer

Convene into closed session at 7:25pm

B. Conference with Labor Negotiators -Agency designated representatives: Rich McLaughlin
Unrepresented Employee: Chief Officer

Discussion was held and a motion made to make a conditional offer to Jack Rosevear, at the Hiring Committee's recommendation. This offer is contingent upon the candidates ability to pass a back-round check, and physical.

Director Carry Curtis made the motion to offer Jack Rosevear the position of Chief Fire Officer, contingent on his passing the pre-employment screening, and back-round checks.

President McLaughlin seconded.

Roll Call Vote:

Ayes: President McLaughlin, Vice-President D. Smith, Director Curtis, Director Klundby, Director L. Smith

All in favor.

Closed session was adjourned and a report out issued at 7:56 pm.

17. Adjournment

The meeting was adjourned at 7:59



Beckwourth Peak Fire Protection District
Minutes
Special Meeting
May 22, 2024 05:00 PM
180 Main St, Beckwourth, CA 96129

1. Call to Order

The meeting was called to order at 5:01 pm by Vice-President Daniel Smith.

A. Pledge of Allegiance

Led by Vice-President Daniel Smith

B. Roll Call

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

Absent: President Richard McLaughlin

Staff Present: Chief Osburn, Clerk Grant, Captain Villa, Captain Lackenbauer

2. Public Comments

No public comments.

3. First Reading of Proposed Property Tax Ordinance

The First Reading of the Ordinance to Administer Special Tax was announced, as noticed. No members of the public made any comment.

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

The roll call vote:

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

4. Contract Acceptance for GSRMA Insurance Service Director Cary Curtis motioned to approve. A second was made by Director Larry Smith.

The roll call vote:

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

5. Resolution 2024-03 Authoring the Board President or Fire Chief to Accept, Sign, and

Record Certain Recordable Documents. Director Cary Curtis motioned to approve. A second was made by Director Melissa Klundby.

The roll call vote:

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

6. **Future Agenda Items**

Items to be included at the next regular meeting:

~2nd reading and possible adoption of the Ordinance to Administer Special Tax on Real Property

~EPRFPD Annexation

~Policies: 2nd reading and possible adoption of administrative policies presented at last meeting, and introduction, first reading of new packet of policies for review.

~Enterprise System Catalog

~CA.gov

7. **Next Board Meeting**

The next regularly scheduled board meeting will be June 5, 2024 at 5:00pm.

8. **Adjournment**

Director Klundby moved to adjourn, a second was made by Director Curtis.

Meeting adjourned at 5:40 pm

Beckwourth Peak Fire Protection District

05/29/24

Balance Sheet

Accrual Basis

As of May 29, 2024

	<u>May 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Plumas Bank Operations	404,616.76
Total Checking/Savings	<u>404,616.76</u>
Total Current Assets	404,616.76
Other Assets	
Formation	
Consolidation Funds	-427,628.19
Total Formation	<u>-427,628.19</u>
Total Other Assets	<u>-427,628.19</u>
TOTAL ASSETS	<u>-23,011.43</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	140.00
Total Accounts Payable	<u>140.00</u>
Total Current Liabilities	<u>140.00</u>
Total Liabilities	140.00
Equity	
Net Income	-23,151.43
Total Equity	<u>-23,151.43</u>
TOTAL LIABILITIES & EQUITY	<u>-23,011.43</u>

Beckwourth Peak Fire Protection District

Profit & Loss Detail

05/29/24

January 1 through May 29, 2024

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split
Income							
Expense							
50000-OPERATING EXPENSES							
51000-Personnel							
51300-Other Employee Expenses							
51350-Clothing (Personal)							
Bill	05/23/2024		Branded Screen Pri...	BPFDP T-shir...	Peak		Accounts Paya...
Total 51350-Clothing (Personal)							
Total 51300-Other Employee Expenses							
Total 51000-Personnel							
52000-Services and Supplies							
52100-Legal Services							
Bill	05/08/2024	89330...	Bes Best & Krieger ...	General Coun...	Peak		Accounts Paya...
Total 52100-Legal Services							
52400-Professional Services							
Bill	03/01/2024	March...	Jamie Stockdale	Admin	Sierra Val...		Accounts Paya...
Bill	04/01/2024	April 24	Jamie Stockdale	Admin	Sierra Val...		Accounts Paya...
Bill	04/02/2024	24-02	Jamie Kuryllo	Grant Services	Beckwourth		Accounts Paya...
Total 52400-Professional Services							
52700-Office Expense							
Bill	03/25/2024	05621...	USPS	Certified Mail	Beckwourth		Accounts Paya...
Check	03/27/2024	ACH	Plumas Bank	Check Order	Peak		Plumas Bank ...
Total 52700-Office Expense							
52800-Membership/Publications							
Bill	04/02/2024	54406	Grafics Unlimited	Logo Services			Accounts Paya...
Bill	04/09/2024	4.9.24	Grafics Unlimited		Peak		Accounts Paya...
Bill	05/06/2024	D6A5...	Streamline		Peak		Accounts Paya...
Total 52800-Membership/Publications							
Total 52000-Services and Supplies							
53000-Administration							
53500-Utilities							
53510-Electrical							
Bill	04/11/2024	2/15-3...	Plumas Sierra Rural...	Invoice	Sierra Val...		Accounts Paya...
Bill	04/30/2024	2/15-4...	Plumas Sierra Rural...	Invoice	Sierra Val...		Accounts Paya...
Total 53510-Electrical							
53530-Propane							
Bill	02/14/2024	U032...	High Sierra Gas	258.5	Sierra Val...		Accounts Paya...
Bill	03/06/2024	U0423...	High Sierra Gas	338	Sierra Val...		Accounts Paya...
Bill	03/19/2024	I000867	High Sierra Gas	Tank Lease	Sierra Val...		Accounts Paya...
Bill	04/03/2024	U032...	High Sierra Gas	215.8	Sierra Val...		Accounts Paya...
Bill	05/01/2024	15875	Hunt & Sons LLC		Sierra Val...		Accounts Paya...
Total 53530-Propane							
53540-Telecommunication Service							
Bill	03/28/2024	March24	AT&T	Phone Bill Ma...	Sierra Val...		Accounts Paya...
Bill	04/28/2024	April 24	AT&T	Phone Bill April	Sierra Val...		Accounts Paya...
Total 53540-Telecommunication Service							

Beckwourth Peak Fire Protection District

05/29/24

Profit & Loss Detail

Accrual Basis

January 1 through May 29, 2024

Type	Date	Num	Name	Memo	Class	Clr	Split
53500-Utilities - Other							
Bill	04/11/2024	2/28-3...	Intermountain Dispo...		Sierra Val...		Accounts Paya...
Total 53500-Utilities - Other							
Total 53500-Utilities							
53600-Formation							
Bill	04/17/2024	BKPE...	Plumas County Clerk				Accounts Paya...
Total 53600-Formation							
Total 53000-Administration							
54000-Building/Equipment							
54100-Maintenance							
54110-Building							
Bill	02/01/2024	220321	Sierra Valley Home ...	Spray Paint	Sierra Val...		Accounts Paya...
Bill	02/03/2024	220803	Sierra Valley Home ...	Spray Paint	Sierra Val...		Accounts Paya...
Bill	03/12/2024	221013	Sierra Valley Home ...	Paint	Sierra Val...		Accounts Paya...
Bill	03/26/2024	28008	Sierra Valley Home ...	Finance Charge	Sierra Val...		Accounts Paya...
Total 54110-Building							
54130-Grounds							
Bill	03/12/2024	205	Joshua Juaquez	Snow Plow Fe...	Sierra Val...		Accounts Paya...
Total 54130-Grounds							
Total 54100-Maintenance							
54200-Vehicle							
54210-Vehicle Maintenance							
Bill	04/12/2024	51530	Jefferson Supply Co.		Sierra Val...		Accounts Paya...
Total 54210-Vehicle Maintenance							
Total 54200-Vehicle							
Total 54000-Building/Equipment							
Total 50000-OPERATING EXPENSES							
Total Expense							
Net Income							

Beckwourth Peak Fire Protection District

05/29/24

Profit & Loss Detail

Accrual Basis

January 1 through May 29, 2024

Debit	Credit	Balance
		0.00
3,596.89		3,596.89
3,596.89	0.00	3,596.89
3,596.89	0.00	3,596.89
3,596.89	0.00	3,596.89
196.00		196.00
196.00	0.00	196.00
500.00		500.00
500.00		1,000.00
500.00		1,500.00
1,500.00	0.00	1,500.00
5.79		5.79
66.74		72.53
72.53	0.00	72.53
480.00		480.00
125.00		605.00
140.00		745.00
745.00	0.00	745.00
2,513.53	0.00	2,513.53
462.93		462.93
204.61		667.54
667.54	0.00	667.54
803.05		803.05
1,043.88		1,846.93
134.06		1,980.99
640.06		2,621.05
1,017.95		3,639.00
3,639.00	0.00	3,639.00
805.40		805.40
427.10		1,232.50
1,232.50	0.00	1,232.50

Beckwourth Peak Fire Protection District

05/29/24

Profit & Loss Detail

Accrual Basis

January 1 through May 29, 2024

Debit	Credit	Balance
101.19		101.19
101.19	0.00	101.19
5,640.23	0.00	5,640.23
9,999.88		9,999.88
9,999.88	0.00	9,999.88
15,640.11	0.00	15,640.11
45.53		45.53
45.53		91.06
51.61		142.67
1.13		143.80
143.80	0.00	143.80
700.00		700.00
700.00	0.00	700.00
843.80	0.00	843.80
557.10		557.10
557.10	0.00	557.10
557.10	0.00	557.10
1,400.90	0.00	1,400.90
23,151.43	0.00	23,151.43
23,151.43	0.00	23,151.43
23,151.43	0.00	-23,151.43

Beckwourth Peak Fire Protection District Transactions by Account As of May 29, 2024

05/29/24

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split
Plumas Bank Operations							
Bill Pmt -Check	03/25/2024	CASH	USPS				Accounts Paya...
Check	03/27/2024	ACH	Plumas Bank	Check Order		X	52700-Office E...
Bill Pmt -Check	04/09/2024	1008	Grafics Unlimited				Accounts Paya...
Bill Pmt -Check	04/09/2024	1009	Hunt & Sons LLC				Accounts Paya...
Bill Pmt -Check	04/12/2024	1011	Bes Best & Krieger ...	995040			Accounts Paya...
Bill Pmt -Check	04/12/2024	1012	High Sierra Gas				Accounts Paya...
Bill Pmt -Check	04/12/2024	1013	Jamie Stockdale				Accounts Paya...
Bill Pmt -Check	04/12/2024	1014	Jefferson Supply Co.				Accounts Paya...
Bill Pmt -Check	04/12/2024	1015	Plumas Sierra Rural...				Accounts Paya...
Deposit	04/17/2024			Deposit		X	-SPLIT-
Bill Pmt -Check	04/17/2024	0001	Plumas County Clerk			X	Accounts Paya...
Bill Pmt -Check	04/22/2024	1001	AT&T				Accounts Paya...
Bill Pmt -Check	04/22/2024	1002	Grafics Unlimited				Accounts Paya...
Bill Pmt -Check	04/22/2024	1003	Intermountain Dispo...			X	Accounts Paya...
Bill Pmt -Check	04/22/2024	1004	Jamie Kuryllo				Accounts Paya...
Bill Pmt -Check	04/22/2024	1005	Joshua Juaquez				Accounts Paya...
Bill Pmt -Check	04/22/2024	1006	Plumas Sierra Rural...			X	Accounts Paya...
Bill Pmt -Check	04/22/2024	1007	Sierra Valley Home ...				Accounts Paya...
Deposit	05/01/2024			Deposit			Consolodation ...
Deposit	05/06/2024	TRAN...	Sierra Valley Fire	Deposit			Consolodation ...
Bill Pmt -Check	05/20/2024	1007	AT&T				Accounts Paya...
Bill Pmt -Check	05/29/2024	1016	Branded Screen Pri...				Accounts Paya...

Total Plumas Bank Operations

TOTAL

Beckwourth Peak Fire Protection District
Transactions by Account
 As of May 29, 2024

05/29/24

Accrual Basis

Debit	Credit	Balance
		0.00
	5.79	-5.79
	66.74	-72.53
	125.00	-197.53
	1,017.95	-1,215.48
	196.00	-1,411.48
	2,621.05	-4,032.53
	1,000.00	-5,032.53
	557.10	-5,589.63
	204.61	-5,794.24
275,045.10		269,250.86
	9,999.88	259,250.98
	805.40	258,445.58
	480.00	257,965.58
	101.19	257,864.39
	500.00	257,364.39
	700.00	256,664.39
	462.93	256,201.46
	143.80	256,057.66
11,997.20		268,054.86
140,585.89		408,640.75
	427.10	408,213.65
	3,596.89	404,616.76
427,628.19	23,011.43	404,616.76
427,628.19	23,011.43	404,616.76

FROM: Daniel Smith, Vice President / Treasurer

Meeting Date: 6-5-24

RE: Final Proposed Budget for adoption Fiscal year 24 /25

BACKGROUND: The committee has continued to research the revenue sources from the four agencies that will be available during the 24/25 budget period as the new parcel Tax revenue will become available. We have also worked with BFD and Sierra Valley on the expense side of the budget with the goal of improving service and the ability to cover 24-hour availability. This budget does accomplish those goals and brings a new and improved service level to Eastern Plumas County

EXECUTIVE SUMMARY: This preliminary budget is close to where will be as the numbers will be confirmed as we go through the official budget process. After the April meeting we will post a draft budget for the community to review and comment on. Followed by another review at the Districts May meeting when the board and public comments will be considered. We will follow up at the June 2024 board meeting with a final 24 / 25 budget look and approval request from the Board.

There are two important components that are still pending in the budget.

The first is the Tax exemptions that are available to qualified taxpayers for low income and contiguous parcel exemptions. That will not be finalized until sometime in July when all applications have been received and reviewed for approval.

The second is the final insurance costs mainly in the workers compensation due to the new and larger payroll to provide improved service levels. There is a cushion in the budgeted expense that should cover this additional charge without having to change the budget expense.

This budget also recommends contributions to reserve accounts for the District and provides a good starting point to protect the financial strength moving forward.

This budget has been discussed at two BPFDP meetings and the Finance committee has held two public meetings to review and revise the budget. This budget is recommended by the committee for approval and adoption.

FISCAL IMPACT:

PROPOSED ACCOUNT STRUCTURE

Beckwourth Peak Fire Protection District
Draft Budget Fiscal Year 24/25

40000 - REVENUE	24/25	
40100 - Secured Property Taxes (ST)		
40110 - Beckwourth ST	\$546,000	
40120 - Sierra Valley ST	\$140,586	plus \$17,857
40130 - Gold Mountain ST	\$75,000	
40140 - Portola ST (TRA annual transfer)	\$0	
40130 - Other ST (Approved Special Parcel Tax)	\$0	
40100 Total	<u>\$761,586</u>	
40200 - Secured Parcel Tax	\$0	
40300 - Other Tax Revenue		
40310 - Timber Yield Tax	\$15	
40320 - Supplemental Taxes		
40330 - Special Assess Hallelujah Junc.	\$12,000	Plus \$2,000
40300 Other Tax Total	<u>\$12,015</u>	
40400 - Other Income		
40410 - FS Grizzly Rent	\$6,200	
40420 - Fire Contract Income (EPHC)	\$0	
40430 - State Homeowners		
40440 - Grant Income Cal Fire grant	\$20,000	plus \$ 20,000
40441 - FEMA		
40442 - CalOES		
40440 Total		
40450 - Donations		
40460 - MVA Fire Recovery		
40470 - Misc. Income	\$17,950	Portola PG&E rebate
40400 Other Income Total	<u>\$44,150</u>	
40500 - Strike Team Reimbursements		
40000 Revenue Total	<u><u>\$817,751</u></u>	

50000 - OPERATING EXPENSES

51000 - Personnel

51100 - Wages

5110 - Fire Chief	\$120,000	plus \$ 30,000
5120 - Fire Captains	\$53,700	
5130 - Firefighters	\$24,400	
5140 - Clerical Staff	\$50,000	plus \$ 12,560
5150 - Battalion Chief	\$24,500	plus \$2,250
5160 - Fire Calls	\$25,275	plus \$ 17,595
5170 - Paid call out	\$53,995	plus \$ 17,595
51100 Wages Total	<u>\$351,870</u>	\$80,000

51200 - Compensation Expense

PROPOSED ACCOUNT STRUCTURE

51210 - Payroll Taxes	\$28,769	plus \$ 5,740
51210 - Unemployment Insurance	\$3,415	plus \$ 700
51230 - Payroll Expenses (Bank fees)		
51240 - Employee Insurance		
51250 - Holiday/Vacation Pay		
51200 Compensation Other Total	\$32,184	\$86,440
51300 - Other Employee Expense		
51310 - Employee Training Expense	\$5,000	plus \$ 500
51320 - Employee Travel - In County	\$400	
51330 - Employee Travel - Out County		
51340 - Physicals/Medical	\$500	
51340 - Clothing Personal	\$8,000	plus \$ 500
51350 - Clothing Wildland	\$1,000	
51360 - Personnel Equipment/Shelters		
51300 Other Employee Expense Total	\$14,900	
51000 Personnel Total		
52000 Services and Supplies		
52100 - Legal Services	\$30,000	
52124 - Tools & Equipment	\$2,500	
52140 - Snow removal	\$8,000	plus \$ 500
52170 - Misc.	\$11,200	Includes E&F Election
52190 - Professional Services	\$40,000	plus \$ 4,000
52200 - Audit Services		
52300 - IT Services		
52400 - Professional Services Other		
52500 - Insurance		
52510 - Liability		
52520 - Property		
52530 - Vehicle		
52500 Insurance Total	\$78,000	minus \$ 14,000
52574 - Fire Prevention	\$1,000	
52600 - Communications Services	\$13,450	
52700 - Office Expense	\$5,400	
52710 - Medical Supplies	\$3,000	
52745 - Meetings and Meals	\$2,000	
52800 - Memberships/Publications	\$2,850	
52900 - Household Expense	\$2,000	
52000 Services and Supplies Total	\$199,400	
53000 Administration		
53100 - Debt Service (Lease Purchase)	\$1,200	
53200 - Reconciliation		
53300 - Tax Administration	\$2,300	

PROPOSED ACCOUNT STRUCTURE

53400 - Property Tax	\$2,000	
53500 - Utilities		
53510 - Electrical		
53420 - Water		
53530 - Propane		
53500 Utilities Total	\$40,000	
53000 Administration Total	\$45,500	
54000 Building/Equipment		
54100 - Maintenance		
54110 - Building	\$7,500	
54120 - Equipment	\$8,800	
54130 - Grounds	\$6,000	
54100 Maintenance Total	\$22,300	
54200 - Vehicle		
54210 - Vehicle Maintenance	\$17,000	
54220 - Vehicle Fuel	\$25,000	
54230 - Upgrades		
54200 Vehicle Total	\$42,000	
54000 Building/Equipment Total	\$64,300	
55000 Strike Teams		
		Revenue Totals
Total Expenses 24 / 25 Budget	\$708,154	\$817,751
Reserves		
Operational Reserve		
Strike team Reserve		

PROPOSED ACCOUNT STRUCTURE

May 29 adj

Potential add of \$50K

(\$50,000)

\$17,950

-\$32,050

PROPOSED ACCOUNT STRUCTURE

PROPOSED ACCOUNT STRUCTURE

Balance

\$109,597



BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

Phone: (530) 832-1008

Fax: (530) 832-5828

180 Main St, Beckwourth, CA 96129

The new fire protection district voted in by registered voters in the November 2023 election, known as the Beckwourth Peak Fire Protection District, will officially take over operations on July 1, 2024. You may qualify for a tax exemption. Read further to learn more.

The new special tax that was approved by the registered voters to support the new fire protection district includes two specific exemptions, one to allow for parcels that are contiguous parcels, under identical ownership, and used solely for timber production or agricultural grazing to be treated as a single parcel for purposes of this tax to apply for this exemption use (Attachment A).

The second is a Low-Income Exemption that property owners can apply for a partial or complete exemption from the tax. This Low-Income Exemption allows landowners who fall within the U.S. Department of Housing and Urban Development (HUD) income limits for "very low" or "poverty level" income, to apply to the BPPFD for a partial or complete exemption from payment of the special tax by submitting this Low-Income Exemption Application. (Attachment B).

In order for us to have time to review your application for either of these exemptions, and have it applied to the 24/25 tax year, you must submit the form by Friday June 28, 2024, at 4 PM. It is important to understand that you are responsible for filling out the exemption form and returning it to Beckwourth Peak Fire Protection District, 180 Main Street, Beckwourth CA. to be eligible.

District staff are available to help you as needed to meet this deadline so you can get the exemption if you qualify. We can be reached at 530-832-1008 leave a message if necessary and we will respond as soon as possible.



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ATTACHMENT A

CONTIGUOUS PARCEL EXEMPTION APPLICATION

BECKWOURTH PEAK FIRE PROTECTION DISTRICT

POLICY: The Beckwourth Peak Fire Protection District has established by Ordinance 2024-01, Section 3.B., a Contiguous Parcel Exemption for property owners from the special tax approved by voters for the District. The exemption applies to "Assessor's parcels which are contiguous, undeveloped, held under identical ownership and used solely for timber production or agricultural grazing, upon approval by an application of the owners thereof to the District, to be treated as a single parcel for purposes of the Special Tax."

Definitions:

Contiguous: Parcels which share a common border. They need not share common access, although they usually would.

Undeveloped: Parcels without habitable structures.

Identical Ownership: In determining ownership and control of contiguous parcels, the owners shall be the same. In the event that the owner of record of two properties is not the same person(s), the applicant must demonstrate to the satisfaction of the District that they have a controlling interest in the properties claimed as contiguous. Such properties may include parcels owned by corporations, trusts, or estates.

Map Attached: Suitable maps include Assessor Parcel maps representing all contiguous parcels, which are available at the Plumas County Assessor's Office (1 Crescent Street, Quincy, CA 95971) or online.

Proof of Deed or Title: Suitable items of proof include a recent property tax bill with parcel number or a copy of the first page of a Deed or Title.

Please submit by March 1 of each year to: Beckwourth Peak Fire Protection District, 180 Main St.
Beckwourth, CA 96129



BECKWOURTH PEAK FIRE PROTECTION DISTRICT

Phone: (530) 832-1008
 Fax: (530) 832-5828
 180 Main St, Beckwourth, CA 96129

CONTIGUOUS PARCEL EXEMPTION APPLICATION BECKWOURTH PEAK FIRE PROTECTION DISTRICT

Applicant(s) Name		Date		
		Phone		
Owner(s) Name of Record		Other Name(s) on Record		
Addresses of Record		Mailing address, if different		
Assessor's Parcel # (APN)	Owner's Name as shown on Deed	APN Contains Dwelling (Y/N)	Describe Use of Parcel and Improvements	Address Associated with APN

Add additional page(s) if necessary.

Map(s) attached?
Proof of Deed or title attached?

I declare under penalty of perjury that the foregoing is true and correct. I also understand that that this form must be submitted by March 1st each year the exemption is claimed.

Signature (Only one applicant needs to sign)

_____ Date: _____

For District Use Only: Map and Title Verification Approved Date: _____ _____ Meets Requirement for Exemption _____ Does Not Meet Requirements for Exemption



BECKWOURTH PEAK FIRE PROTECTION DISTRICT

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Fax: (530) 832-5828

180 Main St, Beckwourth, CA 96129

ATTACHMENT B

LOW INCOME EXEMPTION APPLICATION

BECKWOURTH PEAK FIRE PROTECTION DISTRICT

POLICY: The Beckwourth Peak Fire Protection District has established by Ordinance 2024-01, Section 3.C., a Low Income Exemption to allow landowners who fall within the U.S. Department of Housing and Urban Development (HUD) income limits for "very low" or "poverty level" income, to apply to the BPPFD for a partial or complete exemption from payment of the special tax by submitting this Low Income Exemption Application. This form must contain the owner(s) name, number of family members, income for the preceding year, the most recent property tax bill to demonstrate property ownership, and declaration under penalty of perjury that the applicant(s) qualify for this exemption per income limit guidelines. Income limits are revised annually in July to reflect changing HUD guidelines.

Guidelines: The official State Income Limits for all counties are posted at the Department of Housing and Community Development's website <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

I declare that my income meets the "very low" or "poverty level" guidelines and for that reason I wish to apply for an exemption of payment of the Beckwourth Peak Fire District special tax for the tax year 20____.

Property Owner legal

Name(s)_____

Number of Family Members_____

Income for Previous Year \$_____

Assessor Parcel Number(s)_____

I have attached a copy of my most recent property tax bill for my parcel.

I have attached a copy of my previous year's tax form or other form of income.

I declare under penalty of perjury that the foregoing is true and correct. I also understand that verification of income may be required, and that this form must be submitted each year the exemption is claimed.

Signature (Only one owner needs to sign) _____

Date _____ Please submit by March 1 of each year to: Beckwourth Peak Fire Protection District 180 Main St, Beckwourth, CA 96129

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



May 9, 2024

MEMORANDUM FOR: Interested Parties

FROM: Megan Kirkeby, Deputy Director
Division of Housing Policy Development

SUBJECT: **2024 State Income Limits**

Attached are briefing materials and 2024 State Income Limits that are now in effect, replacing the previous 2023 State Income Limits. Income limits reflect updated median income and household income levels for acutely low -, extremely low-, very low-, low-, and moderate-income households for California's 58 counties. The 2024 State Income Limits are on the Department of Housing and Community Development (HCD) website at <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

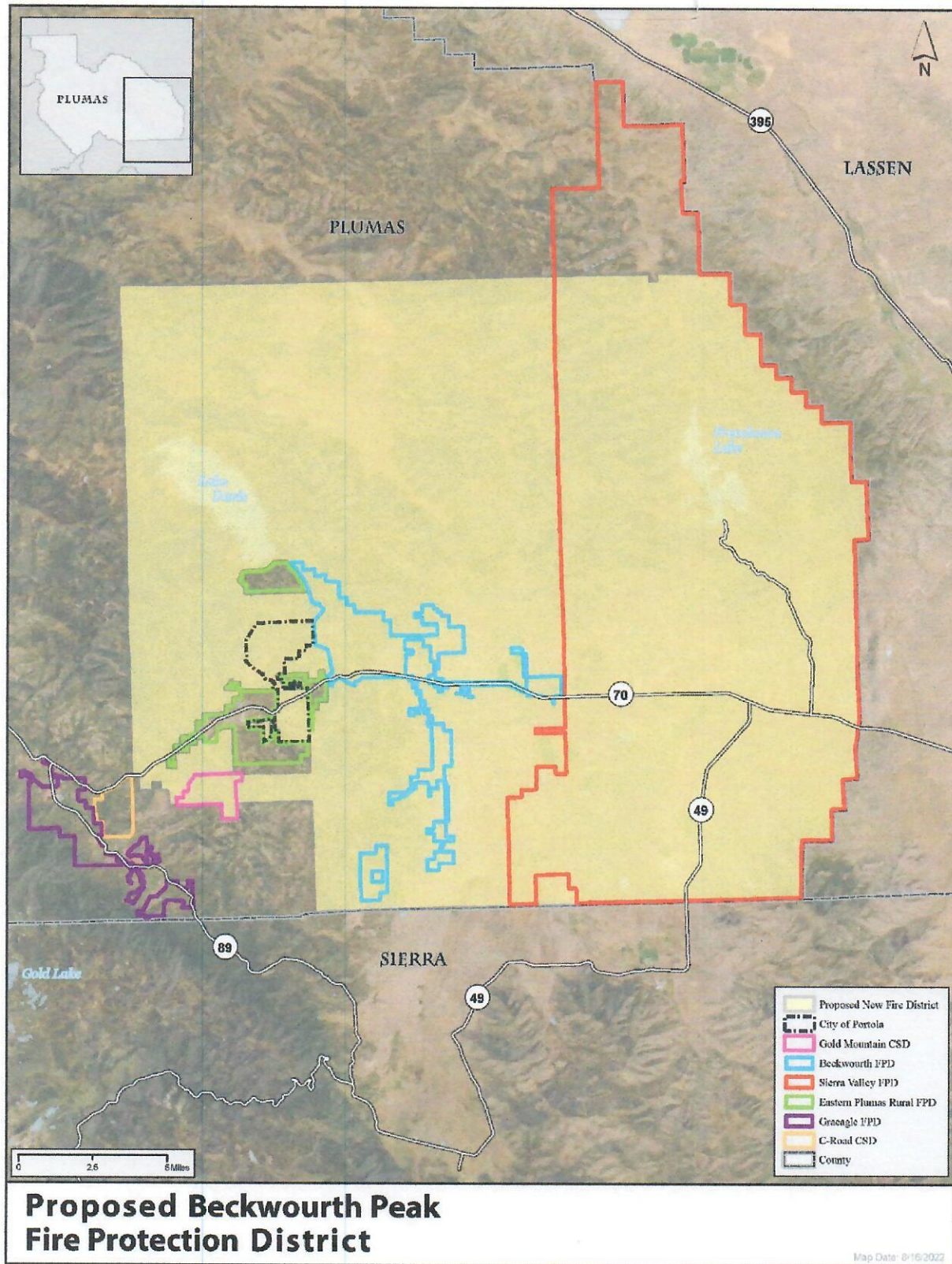
State Income Limits apply to designated programs, are used to determine applicant eligibility (based on the level of household income) and may be used to calculate affordable housing costs for applicable housing assistance programs. Use of State Income Limits are subject to a particular program's definition of income, family, family size, effective dates, and other factors. In addition, definitions applicable to income categories, criteria, and geographic areas sometimes differ depending on the funding source and program, resulting in some programs using other income limits.

The attached briefing materials detail California's 2024 State Income Limits and were updated based on: (1) changes to income limits the U.S. Department of Housing and Urban Development (HUD) released on April 1, 2024, for its Public Housing, Section 8, Section 202, and Section 811 programs; and (2) adjustments HCD made based on State statutory provisions and its 2013 Hold Harmless (HH) Policy.

For questions concerning State Income Limits, please see the Questions and Answers on page 5 or contact StateIncomeLimits@hcd.ca.gov.

Number of Persons in Household:		1	2	3	4	5	6	7	8
Nevada County Area Median Income: \$112,500	Acutely Low	11850	13500	15200	16900	18250	19600	20950	22300
	Extremely Low	21900	25000	28150	31250	36580	41960	47340	52720
	Very Low Income	36500	41700	46900	52100	56300	60450	64650	68800
	Low Income	58350	66700	75050	83350	90050	96700	103400	110050
	Median Income	78750	90000	101250	112500	121500	130500	139500	148500
	Moderate Income	94500	108000	121500	135000	145800	156600	167400	178200
Orange County Area Median Income: \$129,000	Acutely Low	13550	15500	17400	19350	20900	22450	24000	25550
	Extremely Low	33150	37900	42650	47350	51150	54950	58750	62550
	Very Low Income	55250	63100	71050	78900	85250	91550	97850	104150
	Low Income	88400	101000	113650	126250	136350	146450	156550	166650
	Median Income	90300	103200	116100	129000	139300	149650	159950	170300
	Moderate Income	108350	123850	139300	154800	167200	179550	191950	204350
Placer County Area Median Income: \$113,900	Acutely Low	11950	13700	15400	17100	18450	19850	21200	22550
	Extremely Low	24750	28300	31850	35350	38200	41960	47340	52720
	Very Low Income	41300	47150	53050	58950	63650	68400	73100	77850
	Low Income	66050	75450	84900	94300	101850	109400	116950	124500
	Median Income	79750	91100	102500	113900	123000	132100	141250	150350
	Moderate Income	95700	109350	123050	136700	147650	158550	169500	180450
Plumas County Area Median Income: \$92,400	Acutely Low	9700	11100	12450	13850	14950	16050	17150	18300
	Extremely Low	19400	22150	25820	31200	36580	41960	47340	52720
	Very Low Income	32250	36850	41450	46050	49750	53450	57150	60800
	Low Income	51600	59000	66350	73700	79600	85500	91400	97300
	Median Income	64700	73900	83150	92400	99800	107200	114600	121950
	Moderate Income	77650	88700	99800	110900	119750	128650	137500	146400
Riverside County Area Median Income: \$97,500	Acutely Low	10250	11700	13200	14650	15800	17000	18150	19350
	Extremely Low	21550	24600	27700	31200	36580	41960	47340	52720
	Very Low Income	35900	41000	46100	51250	55350	59450	63550	67650
	Low Income	57400	65600	73800	82000	88600	95150	101650	108250
	Median Income	68250	78000	87750	97500	105300	113100	120900	128700
	Moderate Income	81900	93600	105300	117000	126350	135700	145100	154450
Sacramento County Area Median Income: \$113,900	Acutely Low	11950	13700	15400	17100	18450	19850	21200	22550
	Extremely Low	24750	28300	31850	35350	38200	41960	47340	52720
	Very Low Income	41300	47150	53050	58950	63650	68400	73100	77850
	Low Income	66050	75450	84900	94300	101850	109400	116950	124500
	Median Income	79750	91100	102500	113900	123000	132100	141250	150350
	Moderate Income	95700	109350	123050	136700	147650	158550	169500	180450
San Benito County Area Median Income: \$140,200	Acutely Low	14750	16850	18950	21050	22750	24400	26100	27800
	Extremely Low	25700	29400	33050	36700	39650	42600	47340	52720
	Very Low Income	42850	49000	55100	61200	66100	71000	75900	80800
	Low Income	68550	78350	88150	97950	105800	113600	121450	129300
	Median Income	98150	112150	126200	140200	151400	162650	173850	185050
	Moderate Income	117750	134600	151450	168250	181700	195150	208650	222100

Figure 2: Proposed Beckwourth Peak FPD Boundary



FROM: Daniel Smith, Vice President / Treasurer

Meeting Date: 6-5-24

RE: Second reading and recommended adoption of Ordinance 2024-01, Administer the Special Tax on Real Property Located within the District

BACKGROUND: The District is required to pass an ordinance that confirms the Special Tax amounts that will be collected on different types of Parcels that were approved by Lafco, the Plumas County Board of Supervisors, and by the voters in the November 7, 2023, election. The ordinance also lays out how the District will administer the exceptions and details of the tax.

EXECUTIVE SUMMARY: The draft ordinance 2024-01 has been reviewed by staff and District Legal Counsel has reviewed and approved the Ordinance for introduction and first reading at the May 22, 2024, Special meeting. The BPFDP approved the Ordinance with a 4-0 vote. President McLaughlin was absent. The ordinance and a review of how the Board voted will be listed on the agenda at the next regular Board meeting on June 5, 2024, for a second reading and if adopted will become effective in thirty days after the adoption.

Staff have started working on informing the community on how to apply for the two exemptions they may qualify for.

First is low income, partial or total exemption of the tax. Second is contiguous parcel exemption for undeveloped, identical ownership and used solely for timber production or agricultural grazing. The letter to the public and packet with applications is attached for your review. The Cattlemen's association and The Livestock and Natural Resources Advisor from the UC extension has emailed out information as well. They are also adding information to their monthly newsletter.

For the low-income exemption, we are working with the Portola resource center and the Chilcoot Resource center as well to spread the word.

The deadline for filing an exemption is June 28th, 2024, in order to be eligible for the tax exemption on the 24-25 tax year. All of this information is on the BFD website for folks to access as well. This will require a real effort by BPFDP staff to help folks through the process and to approve applications in time for the tax turn in deadline.

FISCAL IMPACT: Special Tax is estimated to raise an annual amount of \$405,000.



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

ORDINANCE 2024 -01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE BECKWOURTH PEAK FIRE PROTECTION DISTRICT TO ADMINISTER THE SPECIAL TAX ON REAL PROPERTY LOCATED WITHIN THE DISTRICT

WHEREAS, an election was held on November 7, 2023, in accordance with the notice and hearing procedures of Government Code Section 50075 et seq. and Article XIII A of the California Constitution, and Measure E for the formation of the Beckwourth Peak Fire Protection District and Measure F for the Beckwourth Peak Fire Protection District Special Tax was approved by the registered voters of the District by a margin greater than the required 2/3 vote; and

WHEREAS, the special tax approved by the voters includes two specific exemptions that (1) allow parcels that are contiguous, undeveloped, held under identical ownership and used solely for timber production or agricultural grazing, upon approval of an application of the owners thereof to the District, to be treated as a single parcel for purposes of this special tax; and (2) a Low Income Exemption, to allow landowners who fall within the U.S. Department of Housing and Urban Development income limits for "very low" or "poverty level" income to apply for a partial or complete exemption from the tax; and

WHEREAS, the Plumas Local Agency Formation Commission (LAFCo), in approving the formation of the District, required that the Beckwourth Peak Fire Protection District (BPPFD) establish procedures to administer the special tax including the above referenced exemptions.

NOW, THEREFORE THE BOARD OF DIRECTORS OF THE BECKWOURTH PEAK FIRE PROTECTION DISTRICT ORDAINS AS FOLLOWS:

SECTION 1: PURPOSE AND INTENT

The purpose and intent of the BPPFD Board of Directors (Board) with respect to the special tax described in Section 2 ("Special Tax") enacting clause as specified in Health and Safety code section 13861(h) and Government code section 25120 is as follows:

A. To provide annual funding to support ongoing fire protection services, including staffing coverage, insurance, fuel, and essential equipment, consistent with the needs of the residents of the BPPFD

"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."



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and the Fire Protection District Law of 1987, with emphasis on mandated and statutory requirements for personnel and equipment safety.

B. To provide for a Reserve Fund that will increase over time by setting aside each year a percentage of total revenue placed into the District Reserve Fund, said percentage to be agreed upon and set each year at a public meeting of the BPPFD Board.

SECTION 2: SPECIAL TAX IMPOSED

Assessor's Parcels taxed under this Ordinance shall be defined as any taxable parcel of land, developed or undeveloped, wholly or partially located within the BPPFD as defined by both the geographic description contained in the Plumas County LAFCo Resolution No. 23-0004, "Resolution of Approval to form the Beckwourth Peak Fire Protection District", which is the basis for the establishment of unique Tax Rate Area numbers, assigned by the State Board of Equalization, that represent the BPPFD boundary and where Tax Rate Area numbers shall be assigned by Plumas County to each Assessor's Parcel Number within the BPPFD boundary. The initial Special Tax amount, as approved by the District voters on November 7, 2023, shall be apportioned to property at a base rate of \$110 for improved single family residential parcels under 1,800 square feet, and parcels with other uses will be charged at various rates based on usage as set forth below:

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Table 9: Proposed Special Tax Fees by Property Type

	Rate ID	Base Rate	% of A	SF incl	Acre incl	Units incl	\$/add SF	\$/Add AC	\$/add Unit	Max Rate
Residential Improved	A	\$110.00		1,800			\$0.02			\$200
Unimproved Land	B	\$55.00	50%		2			\$1.00		\$75
Ag & Timber	C	\$55.00	50%		80			\$0.05		\$75
Multi Residential Improved	D	\$82.50	75%			1		\$82.50		\$3,500
Commercial Improved	E	\$165.00	150%	2,700			\$0.06			\$1,500
Industrial Improved	F	\$192.50	175%	3,150			\$0.07			\$1,500
Religious	G	\$137.50	125%	2,250			\$0.05			\$250
Recreational Improved	H	\$220.00	200%	2,700			\$0.08			\$3,500
Non-Taxable/Exempt	X	\$0								

- A. **Residential Improved** – All residential single-family homes and ancillary residential uses will be allocated a base rate of \$110.00 for structures 1,800 square feet or less, with additional \$0.02 cents per square foot charged thereafter, with a maximum not to exceed \$200.00 per parcel.
- B. **Unimproved Land** – All vacant/unimproved land will be allocated a base rate of \$55.00 for the first 2 acres, with \$1.00 charged for each acre thereafter, with a maximum not to exceed \$75.00 per parcel.
- C. **Ag & Timber** – All agriculture and timber land will be allocated a base rate of \$55.00 for the first 80 acres, with \$0.05 cents charged for each acre thereafter, with a maximum not to exceed \$75.00 per parcel.
- D. **Multi Residential Improved** – All multi-family, mobile home, manufactured homes, duplexes, condos, and ancillary residential uses will be allocated a base rate of \$82.50 per unit, with each additional unit charged \$82.50 thereafter, with a maximum not to exceed \$3,500.00 per parcel.
- E. **Commercial Improved** – All commercial buildings will be allocated a base rate of \$165.00 for buildings 2,700 square feet or less, with additional \$0.06 cents per square foot charged thereafter, with a maximum not to exceed \$1,500.00 per parcel.
- F. **Industrial Improved** - All industrial buildings will be allocated a base rate of \$192.50 for buildings 3,150 square feet or less, with additional \$0.07 cents per square foot charged thereafter, with a maximum not to exceed \$1,500.00 per parcel.
- G. **Religious** - All improved religious land will be allocated a base rate of \$137.50 for buildings 2,250 square feet or less, with additional \$0.05 cents per square foot charged thereafter, with a maximum not to exceed \$250.00 per parcel.
- H. **Recreational Improved** - All Recreational Improved land will be allocated a base rate of \$220.00 for buildings 2,700 square feet or less, with additional \$0.08 cents per square foot charged thereafter, with a maximum not to exceed \$3,500.00 per parcel.
- I. **Non-Taxable/Exempt** – Exempt parcels include public owned parcels (United States of America and State of California, other local governmental agencies) and non-taxable parcels as determined by various statues including, but not limited to, Disabled Veterans, Welfare Exemptions, Cemetery Exemptions, and Low Value exemptions, will not have the special tax imposed.

SECTION 3: EXEMPTION FROM SPECIAL TAX

“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.”



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The following parcels shall be exempt from the Special Tax described in Section 2:

A. Assessor's Parcels that are partially or wholly exempt from property tax shall be identified by the Assessor's Office for the BPPFD and include publicly owned parcels (United States of America and State of California, or other local agencies) and other exemptions established by state law.

B. Parcels Subject to a Contiguous Parcel Exemption. Assessors Parcels which are contiguous, undeveloped, held under identical ownership and used solely for timber production or agricultural grazing, categorized as Rate ID "C", upon approval of an application by the owners thereof to the BPPFD, to be treated as a single parcel for purposes of the Special Tax. The owners of such Assessors Parcels shall annually submit to the BPPFD an application form, attached hereto as ATTACHMENT A to this Ordinance, for each year the exemption is claimed. The application shall provide the owner(s) name and address, property maps, and deed and title information that sufficiently demonstrate that the applicant is the owner of record or trustee of the owner of record with Power of Attorney for the owner of record for all the contiguous property(ies). The BPPFD Board may adopt policies and procedures or revise the application form necessary to carry out this exemption, by resolution.

C. Parcels Subject to a Low-Income Exemption., Landowners who fall within the U.S. Department of Housing and Urban Development (HUD) income limits for "very low"; or "poverty level" may apply to the BPPFD for a partial or complete exemption from the Special Tax. The owners of such parcels shall annually submit an application, as attached hereto as ATTACHMENT B to the BPPFD to this Ordinance, for each year the exemption is claimed. The application shall provide the owner(s) name and address, number of household members, income verification for the previous year, the most recent property tax bill to demonstrate property ownership, and a signed declaration under penalty of that the applicant(s) qualify for the exemption per HUD Guidelines. The BPPFD Board may adopt policies and procedures, or revise the application form, necessary to carry out this exemption, by resolution.

SECTION 4: ANNUAL ADJUSTMENT

An inflationary adjustment to the Special Tax may be approved by resolution prior to each fiscal year, commencing July 1, 2025, at a public meeting. An annual inflationary increase may be no more than the cost of living as measured by the Consumer Price Index (CPI) for All Urban Consumers, West Region, not seasonally adjusted, for the preceding year, as prepared by the United States Bureau of Labor Statistics and shall not exceed three percent (3%) in any one year.

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SECTION 5: PROPERTY TAX ROLL

Each year, prior to the August due date imposed by the Plumas County Auditor-Controller, the BPPFD Board shall adopt a resolution approving the Special Tax amount for each taxable parcel, pursuant to Sections 2 through 4 above, to be placed on the property tax roll and shall be delivered to the Auditor-Controller on or before the August due date in order to be included with the County property tax bills.

SECTION 6: METHOD OF COLLECTION

The Special Tax is due from every person(s) who owns a taxable parcel or parcels within the BPPFD and shall be collected on the tax roll of by the County of Plumas in the same manner, by the same persons, and at the same time as, together with and not separately from, the general taxes of the County. The Plumas County Tax Collector shall collect the tax and any penalty or interest due hereunder. The amount of the Special Tax due to the BPPFD under this Ordinance shall constitute a debt to the BPPFD. Plumas County may deduct the reasonable costs incurred by the County to place the Special Tax on the tax roll before remitting the balance to the BPPFD.

SECTION 7: DELINQUENCY

Should any amount of the Special Tax created by this Ordinance become delinquent, the Plumas County Tax Collector shall add a penalty in the amount equal to any penalty owing for delinquencies in the ad valorem property tax. The tax and penalty shall bear interest at the same rate as the rate for unpaid ad valorem property tax until paid.

SECTION 8: EFFECTIVE DATE

Pursuant to Health and Safety Code section 13861(h) and California Government Code 25123, this Ordinance shall become effective thirty (30) days from the date of final approval by the BPPFD Board.

SECTION 9: ANNUAL REPORT

"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

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

The BPPFD shall file an annual report with the BPPFD Board regarding the use of the tax proceeds as required by Government Code section 50075.3. The annual report shall include, but is not limited to, all of the following:

- A statement indicating the specific purposes of the Special Tax.
- A statement that the proceeds were applied only for the provision of fire protection services by the BPPFD as stated in the Fire Protection Law of 1987.
- The account(s) into which the proceeds have been deposited.
- The amount of funds collected and expended.
- The status of any project required or authorized to be funded as identified in Government Code section 50075.1(a).

SECTION 10: INVALIDITY

If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the BPPFD Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

SECTION 11: ADOPTION, PUBLICATION, AND POSTING

This Ordinance shall take effect and be in force thirty (30) days from the date of its passage. The Ordinance shall be published and posted in accordance with Health and Safety Code section 13861(h) and Government Code section 25124.

This ordinance was introduced at a duly noticed meeting held on May 22, 2024 and was PASSED, APPROVED, AND ADOPTED on _____ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

"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."



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Rich McLaughlin, Board President

ATTEST:

Board Secretary

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ATTACHMENT A

CONTIGUOUS PARCEL EXEMPTION APPLICATION

BECKWOURTH PEAK FIRE PROTECTION DISTRICT

Applicant(s) Name	Date
	Phone
Owner(s) Name of Record	Other Name(s) on Record
Addresses of Record	Mailing address, if different

POLICY: The Beckwourth Peak Fire Protection District has established by Ordinance 2024-01, Section 3.B., a Contiguous Parcel Exemption for property owners from the special tax approved by voters for the District. The exemption applies to "Assessor's parcels which are contiguous, undeveloped, held under identical ownership and used solely for timber production or agricultural grazing, upon approval by an application of the owners thereof to the District, to be treated as a single parcel for purposes of the Special Tax."

Definitions:

Contiguous: Parcels which share a common border. They need not share common access, although they usually would.

Undeveloped: Parcels without habitable structures.

Identical Ownership: In determining ownership and control of contiguous parcels, the owners shall be the same. In the event that the owner of record of two properties is not the same person(s), the applicant must demonstrate to the satisfaction of the District that they have a controlling interest in the properties claimed as contiguous. Such properties may include parcels owned by corporations, trusts, or estates.

Map Attached: Suitable maps include Assessor Parcel maps representing all contiguous parcels, which are available at the Plumas County Assessor's Office (1 Crescent Street, Quincy, CA 95971) or online.

Proof of Deed or Title: Suitable items of proof include a recent property tax bill with parcel number or a copy of the first page of a Deed or Title.

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Please submit by March 1 of each year to: Beckwourth Peak Fire Protection District, 180 Main St. Beckwourth, CA 96129

Map(s) attached?

Proof of Deed or title attached?

Assessor's Parcel # (APN)	Owner's Name as shown on Deed	APN Contains Dwelling (Y/N)	Describe Use of Parcel and Improvements	Address Associated with APN

Add additional page(s) if necessary.

I declare under penalty of perjury that the foregoing is true and correct. I also understand that that this form must be submitted each year the exemption is claimed.

Signature (Only one applicant needs to sign)

For District Use Only: Map and Title Verification Approved Date: _____

_____ Meets Requirement for Exemption _____ Does Not Meet Requirements for Exemption

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ATTACHMENT B

LOW INCOME EXEMPTION APPLICATION

BECKWOURTH PEAK FIRE PROTECTION DISTRICT

POLICY: The Beckwourth Peak Fire Protection District has established by Ordinance 2024-01, Section 3.C., a Low Income Exemption to allow landowners who fall within the U.S. Department of Housing and Urban Development (HUD) income limits for "very low" or "poverty level" income, to apply to the BFPD for a partial or complete exemption from payment of the special tax by submitting this Low Income Exemption Application. This form must contain the owner(s) name, number of family members, income for the preceding year, the most recent property tax bill to demonstrate property ownership, and declaration under penalty of perjury that the applicant(s) qualify for this exemption per income limit guidelines. Income limits are revised annually in July to reflect changing HUD guidelines.

Guidelines: The official State Income Limits for all counties are posted at the Department of Housing and Community Development's website <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

I declare that my income meets the "very low" or "poverty level" guidelines and for that reason I wish to apply for an exemption of payment of the Beckwourth Peak Fire District special tax for the tax year 20____.

Property Owner legal

Name(s) _____

Number of Family Members _____

Income for Previous Year \$ _____

Assessor Parcel Number(s) _____

I have attached a copy of my most recent property tax bill for my parcel.

I have attached a copy of my previous year's tax form or other form of income.

I declare under penalty of perjury that the foregoing is true and correct. I also understand that verification of income may be required, and that this form must be submitted each year the exemption is claimed.

Signature (Only one owner needs to sign) _____

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180 Main St. Beckwourth, CA 96129

Date _____

Please submit by March 1 of each year to:

Beckwourth Peak Fire Protection District

180 Main St, Beckwourth, CA 96129

"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

Announcement

Will be holding a Public meeting at its June 5, 2024, regular board meeting to hear public comments on a proposed Ordinance #2024-01 to **Administer The Special Tax on Real Property Within The District.**

This proposed ordinance relates to the special tax for the newly formed Beckwourth Peak Fire Protection District in Eastern Plumas County. The Plumas Lafco Commission in approving the formation of the new district in conjunction with the Plumas County Board of Supervisors required that the BPPFD hold a duly noticed public meeting and establish procedures by ordinance to administer the Special Tax that was approved by the registered voters at the November 7, 2023, election. Measure E “formation of Beckwourth Peak Fire Protection District” and Measure F “Beckwourth Fire Protection District Special Tax”. Both measures were approved by the registered voters by a margin greater than 2/3rds majority as required. Copies of the complete ordinance can be obtained at the Beckwourth Fire web site at Beckwourthfire.com or by visiting the Beckwourth Fire headquarters at 180 Main St, Beckwourth, CA.

Public Meeting Date, Time, and Location: June 5, 2024, at 5 PM, at the BFD Headquarters 180 Main St. Beckwourth CA. call 530-832-1008 if you have further questions.

Beckwourth Peak Fire Protection District Transition Task List - Administration										
	As of June 5, 2024							Start Date	End Date	
<i>Code</i>										
53051	File Form SF – 405, Registry of Public Agencies, within 70 days of the legal existence								Complete	
	Obtain an Employer Identification Number (EIN).								Complete	
	Resolution to open a banking account								Complete	
	Obtain certificate of completion and LAFCO resolutions								Complete	
	Obtain access to BFD/SVFD policies, contracts, resolutions, ordinances								Complete	
	Obtain insurance and/or Join SDRMA								Complete	
	Conflict-of-interest code									May 28th - Legal is in the process of preparing the document
	Board and impacted staff completion of Brown Act training									Pending official access to CSDA once ca.gov email accounts set up
	Board completes AB 1234 Ethics & sexual harass training									Pending official access to CSDA once ca.gov email accounts set up
	Board members file Form 700								Complete	
	Agreement with Plumas County for collection of taxes.									In process; have sample document
	Join CSDA						10-Jan-24			In process; need board email addresses
	Create a website.									In process; next Streamline meeting is June 3rd
	Establish District staff and board emails									In process
	Register with SAM and obtain Unique Entity Identifier (UEI)									Need email addresses
	Register with DUNS for grant eligibility									Need email addresses
	Establish a FEMA account for grant eligibility									Need email addresses
	Review PlanWest Partners contract and modify as needed for transition support								Complete	
	Develop and implement a Board Procedures and Responsibilities manual									
	Develop By-Laws and Adopt									Determine if both By-Laws and Complete Admin Policies are needed
	Develop Mission Statement and Adopt									
	Develop Committee Charters and present to board for approval									Finance Committee Charter complete
	Sub Ad-Hoc Committee - Policies									Underway
	Assign policy reviews, modifications and development to appropriate Committee									
	Develop and Maintain master file of all polices and updates and follow up for completion									
	Review BFD and SVFD policies									
	Map to CSDA and Lexipol recommended policies									
	Recommend policy revisions, additions, deletions									
	Personnel									
	Develop and adopt job descriptions for authorized positions									Partner with Chief
	Develop requirements/qualifications for volunteer fire fighters									Partner with Chief
	Recommend salary schedules for adoption									Partner with Finance Commttee
	Review, modify, create and recind Personnel policies									Review in process
	Review, modify, create and recind Operational policies									Partner with Chief
	Committee Members: Cary, Melissa, Heather, Jaime, Leslie									

FROM: Admin Committee

Meeting Date: June 5, 2024

RE: Administration Committee Update

BACKGROUND:

The Admin Committee was tasked with a list of initial items to research, complete and/or review with the board. The updated task list is included as a supporting document.

EXECUTIVE SUMMARY:

Website Development –

The committee met with Streamline on Monday, June 3rd. A verbal update will be provided at the June 5th board meeting.

ca.gov Domain and Email –

Unfortunately, the complexity of setting up the ca.gov domain has impeded quite a few important tasks for the Admin Committee. Impacted tasks have been highlighted in green on the Admin Committee task list. Ben Harris is assisting with setting up the website domain and emails. A verbal update will be provided at the June 5th board meeting.

Policies -

Policy development and review process is underway. We will continue to have a group of policies at each meeting for review.

The Operational Policies/Lexipol are being re-branded by Lexipol. It is recommended that the Fire Chief review these policies and make edits. The Admin Committee will assist the Fire Chief.

FISCAL IMPACT:

No fiscal impact at this point.

From: Admin Committee

Meeting Date: June 5, 2024

RE: Policies for Second Reading/Approval

BACKGROUND:

GROUP #1 - The Admin Committee has received comments and edits on the group of policies reviewed at the May 8th meeting. Based on feedback, edits have been made to the following policies and are now presented for a second reading and possible adoption.

1015 – The Board Clerk
1020 – Board and Staff Communications
1030 – Code of Ethics
1045 – Legal Counsel and Auditor
1055 – Legislative Advocacy
4220 – Minutes of the Board

GROUP #2 - These policies have no submitted edits or comments and are presented to the board for a second reading and adoption.

1000 – Adoption/Amendment of Policies
1005 – Association Memberships
1010 – Basis of Authority
1040 – Correspondence to the Board
4110 – Duties of the Board President
4115 – Ethics Training
4120 – Members of the Board of Directors
4200 – Board Actions and Decisions
4205 – Board Meeting Agenda
4210 – Board Meeting Conduct
4215 – Brown Act Compliance
4225 – Review of Administrative Decisions
4230 – Rules of Order for Board Meeting Conduct
4235 – Types of Board Meetings

These policies have been pulled for further work or referral.

2110 – District Budget – Referred to Finance Committee
2150 – Reserve Policy - Referred to Finance Committee
2130 – Investment Policy - Referred to Finance Committee
4105 – Committees of the Board – need to determine if other committees will be established.
4100 – Attendance at Meetings – a more comprehensive policy has been released.
4125 – Training-Education-Conferences – Referred to Finance Committee

EXECUTIVE SUMMARY: The Admin Committee is presenting policy group #1 and #2 for a second reading and adoption.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1000

1000 Adoption/Amendment of Policies

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the Fire Chief. The proposed adoption or amendment shall be initiated by a Director or the Fire Chief by submitting a written draft of the proposed new or amended policy to the Board President and the Fire Chief, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the Fire Chief at a meeting of the Board. The Fire Chief will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Association Memberships

POLICY NUMBER: 1005

1005 Association Memberships:

Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

1005.2 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases, members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board.

1005.3 Fire Chief Memberships. The President may designate the Fire Chief as the appropriate representative or alternate in connection with memberships in any association. The Fire Chief may designate those associations or industry specific organizations with which his/her association is necessary or desired.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Basis of Authority

POLICY NUMBER: 1010

1010 Basis of Authority

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Board Clerk

POLICY NUMBER: 1015

1015 Board Clerk

1015.1 The Clerk of the Board performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

1015.2 If for any reason the President and Vice-President resign or are absent or disabled, the Clerk of the Board shall perform the President's duties related to meeting preparation until the position of President is filled.

1015.3 If for any reason the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Clerk shall perform the duties of the presiding officer.

1015.4 Duties of the Clerk

The Clerk of the Governing Board shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Clerk;
- d) Perform any other duties assigned by the Board and the Fire Chief; and
- e) Perform any other duties required under law.

1015.5 Responsibilities of the Clerk

The duties of the Clerk, with assistance of the **Fire Chief and President of the Board General Manager**, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the Fire Chief and Board President and providing public notice of Board meetings in accordance with state law;

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Board Clerk

POLICY NUMBER: 1015

- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are taken.
- d) Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law;
- f) Disseminate correspondence to Board officers addressed to them.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Board/Staff Communications

POLICY NUMBER: 1020

1020 Board/Staff Communications

Objectives: Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Fire Chief ~~Manager~~ and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board:

As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on agency projects or evolving issues.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Board/Staff Communications

POLICY NUMBER: 1020

Additional information may be requested from staff, if necessary. Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The Fire Chief or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the Fire Chief, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the Fire Chief or may ask the Board member to contact the Fire Chief directly.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Board/Staff Communications

POLICY NUMBER: 1020

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the Fire Chief, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

a) Directors should clear all short-term requests of Staff with the Fire Chief prior to contacting individual members of the staff and, in most cases, the Fire Chief should direct and handle the request for the Director.

b) For long-term, involved studies or where the matter includes confidential material, the Fire Chief should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.

c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda.

However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any district department through interaction

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Board/Staff Communications

POLICY NUMBER: 1020

with staff. Individual Directors may discuss these items with the Fire Chief to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a district employee during a Board meeting should be directed to the Fire Chief privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the Fire Chief or, if a complaint concerns the Fire Chief, to the Board President or Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the Fire Chief about the subject matter presented without any fear of reprisal.

DRAFT

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Code of Ethics

POLICY NUMBER: 1030

1030 Code of Ethics

1030.1 Background information:

Beckwourth Peak Fire Protection District designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today’s complex and diverse society.

1030.2 Goals of the Code of Ethics & Values:

- a) To make Beckwourth Peak Fire Protection District a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District’s Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Beckwourth Peak Fire Protection District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District’s government.
- b) All Officials, and others, who participate in the District’s government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Code of Ethics

POLICY NUMBER: 1030

confidence in the District's services and public trust of its decision makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability: This Code shall apply to all District Officials as defined in 1030.2 b.

1030.5 Core Value: As participatory Officials in the District's government, we subscribe to the following Core Values:

1030.5.1 As a representative of Beckwourth Peak Fire Protection District, I will be ethical. In practice, this value looks like:

a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.

b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.

c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.

d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.

e) I show respect for persons, confidences, and information designated as "confidential."

f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.

g) I will avoid actions that might cause the public or others to question my independent judgment.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Code of Ethics

POLICY NUMBER: 1030

h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.5.2 As a representative of Beckwourth Peak Fire Protection District, I will be professional. In practice, this value looks like:

a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.

b) I approach my job and work-related relationships with a positive, collaborative attitude.

c) I keep my professional education, knowledge, and skills current and growing.

1030.5.3 As a Representative of Beckwourth Peak Fire Protection District, I will be service-oriented. In practice, this value looks like:

a) I provide friendly, receptive, courteous service to everyone.

b) I attune to and care about the needs and issues of citizens, public Officials and District workers.

c) In my interactions with constituents, I am interested, engaged and responsive.

1030.5.4 As a representative of Beckwourth Peak Fire Protection District, I will be fiscally responsible. In practice, this value looks like:

a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.

b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.

c) I make good financial decisions that seek to preserve programs and services for District residents.

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POLICY TITLE: Code of Ethics

POLICY NUMBER: 1030

d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

1030.5.5 As a representative of Beckwourth Peak Fire Protection District, I will be organized. In practice, this value looks like:

a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short- and long-term goals.

b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.

c) I am respectful of established District processes and guidelines.

1030.5.6 As a representative of Beckwourth Peak Fire Protection District, I will be communicative. In practice, this value looks like:

a) I positively convey the District's care for and commitment to its citizens.

b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.

c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.5.7 As a representative of Beckwourth Peak Fire Protection District, I will be collaborative. In practice, this value looks like:

a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.

b) I work towards consensus building and gain value from diverse opinions.

c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

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POLICY TITLE: Code of Ethics

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d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.5.8 As a representative of Beckwourth Peak Fire Protection District, I will be progressive. In practice, this value looks like:

a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.

b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.

c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.6 Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by Fire Chief or by an authorized designee.

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POLICY TITLE: Correspondence to the Board

POLICY NUMBER: 1040

1040 Correspondence to the Board

1040.1 All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.

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BECKWOURTH PEAK

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POLICY TITLE: Legal Counsel and Auditor

POLICY NUMBER: 1045

1045 Legal Counsel and Auditor

Legal Counsel:

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, and the Fire Chief. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District.

Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc.

The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board.

The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

a) The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District Fire Chief for consultation on applicable issues and activities.

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POLICY TITLE: Legal Counsel and Auditor

POLICY NUMBER: 1045

Auditor

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

a) The Board may appoint a **Finance** Committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The **Finance** Committee will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

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POLICY TITLE: Legislative Advocacy

POLICY NUMBER: 1055

1055 Legislative Advocacy

Purpose:

The purpose of the policy is to guide Beckwourth Peak Fire Protection District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on Beckwourth Peak Fire Protection District, and to allow for a timely response to important legislative issues.

Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited, the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to **Beckwourth** Peak Fire Protection District staff with regard to monitoring and acting upon bills during state and federal legislative sessions.

Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors.

The Legislative Advocacy Procedures and Advocacy Priorities will provide the Beckwourth Peak Fire Protection District Fire Chief, or other designee, discretion to advocate in Beckwourth Peak Fire Protection District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of Beckwourth Peak Fire Protection District.

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POLICY TITLE: Legislative Advocacy

POLICY NUMBER: 1055

1055.1 Policy Goals

- Advocate the Beckwourth Peak Fire Protection District legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for Beckwourth Peak Fire Protection District projects, services, and programs to enhance services for the community.

1055.2 Policy Principles

The Board of Directors recognizes the need to protect Beckwourth Peak Fire Protection District interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of Beckwourth Peak Fire Protection District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

1. Cal. Gov. Code § 54964.
2. Cal. Gov. Code § 53060.5; Stanson v. Mott (1976) 17 Cal. 3d 206.

This policy provides Beckwourth Peak Fire Protection District Fire Chief, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

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Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the Beckwourth Peak Fire Protection District, the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors.

The Board of Directors may choose to establish a standing committee of two Directors, known as the "Legislative Advocacy Committee", with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.

Generally, the Beckwourth Peak Fire Protection District will not address matters that are not pertinent to the district's local government services, such as social issues or international relations issues.

1055.3 Legislative Advocacy Procedures

It is the policy of Beckwourth Peak Fire Protection District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the Beckwourth Peak Fire Protection District.

Monitoring legislation is a shared function of the Board of Directors and Fire Chief or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The Fire Chief, or other designee, will act on legislation utilizing the following procedures:

1. The Fire Chief or other designee shall review requests that the Beckwourth Peak Fire Protection District take a position on legislative issues to determine if the legislation aligns with the district's current approved Advocacy Priorities.

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2. The Fire Chief or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, Beckwourth Peak Fire Protection District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the Fire Chief or designee. The Fire Chief or designee shall advise staff to administer the form of advocacy, typically via letters signed by the Fire Chief, or designee, on behalf of the Board of Directors.
4. All draft legislative position letters initiated by the Fire Chief, or designee shall state whether the district is requesting “support”, “support if amended”, “oppose”, or “oppose unless amended” action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. “the funding the district will lose due to this bill could pay for X capital improvements.”
 - a. **Support** – legislation in this area advances the district’s goals and priorities.
 - b. **Oppose** – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.
5. The Fire Chief may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the Fire Chief or designee.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the Fire Chief shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.

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7. A position may be adopted by the Fire Chief or designee if any of the following criteria is met:

- a. The position is consistent with the adopted Advocacy Priorities;
- b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
- c. The position is approved by the Board of Directors or the Legislative Advocacy Committee.

8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the Fire Chief or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

1055.4 Advocacy Priorities

Revenue, Finances, and Taxation

- ❖ Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts.
- ❖ Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.
- ❖ Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs.
- ❖ Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

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POLICY TITLE: Legislative Advocacy

POLICY NUMBER: 1055

Governance and Accountability

- ❖ Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches.
- ❖ Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.
- ❖ Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.
- ❖ Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Human Resources and Personnel

- ❖ Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service.
- ❖ As public agency employers, support policies that foster productive relationships between management and employees.
- ❖ Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements.
- ❖ Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

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POLICY TITLE: Legislative Advocacy

POLICY NUMBER: 1055

Infrastructure, Innovation, and Investment

- ❖ Encourage prudent planning for investment and maintenance of innovative long-term infrastructure.
- ❖ Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands.
- ❖ Promote the efficient, effective, and sustainable delivery of core local services.
- ❖ Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Duties of the Board President

POLICY NUMBER: 4110

4110 Duties of the Board President

4110.1 Presiding Officer:

The President of the Board of Directors shall serve as the presiding officer at all Board meetings. In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

4110.2 Duties Regarding Meetings:

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and

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POLICY TITLE: Duties of the Board President

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i) Preserve order and decorum.

4110.3 Responsibilities:

Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all committees, subject to Board ratification;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the Fire Chief;
- f) Confer with the Fire Chief or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;
- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

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POLICY TITLE: Ethics Training

POLICY NUMBER: 4115

4115 Ethics Training

4115.1 All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 et seq. as may be amended from time to time.

4115.1.1 All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4115.1.2 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

4115.1.3 Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.

4115.1.3.1 District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.

4115.1.4 District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

4115.1.5 A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

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POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4120

4120 Members of the Board of Directors

4120.1 Meeting Preparation: Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors may request information from staff before meetings.

4120.1.1 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.

4120.1.2 The Fire Chief or Board Clerk shall be responsible for providing the requested information and shall make all information equally available to all Directors.

4120.1.3 If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

4120.2 Meeting Decorum:

4120.2.1 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4120.2.2 Directors shall defer to the presiding officer for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4120.2.3 Directors may request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4120.3 Abstentions and Failure to Vote:

Directors should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists. Directors abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter.

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POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4120

Directors who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

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POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 4200

4200 Board Actions and Decisions

4200.1 Actions by the Board of Directors include but are not limited to the following:

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

4200.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4200.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4200.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors for a five-member Board represent a quorum for the conduct of business.

4200.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

4200.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

4200.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

4200.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

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POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 4200

4200.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

4200.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

4200.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Fire Chief for review and recommendation, etc.).

4200.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

4200.3.4 Nothing in this policy prevents the Board from providing direction to the Fire Chief in response to public comments or under Board member or Fire Chief comments, as allowed under the Brown Act. No vote or action shall be taken.

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POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 4205

4205 Board Meeting Agenda

4205.1 Agenda preparation. The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the Board President or Fire Chief and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the Fire Chief or Board President together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The Fire Chief shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

4205.2.3 The Fire Chief shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the Fire Chief's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include a clear and unambiguous description of each item on the agenda to be discussed, including closed session items. The

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POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 4205

Fire Chief shall ensure that the description gives notice to the public of the essential nature of business to be considered.

4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.6 Public Comment

4205.6.1 For regular meetings, the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.6.5 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct

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POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 4205

business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

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POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 4210

4210 Board Meeting Conduct

4210.1 Rules of order. Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 The public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

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POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 4210

4210.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as followed:

4210.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

4210.4.2 The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

4210.4.4 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

4210.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

Aligning Policy: 4230, Rules of Order for Board and Committee Meetings

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Brown Act Compliance – Open Meeting Requirements

POLICY NUMBER: 4215

4215 Brown Act Compliance – Open Meeting Requirements

4215.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Laws” in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed, and compliance is constitutionally mandated.

4215.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act.

4215.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

4215.2.2 Member of the Board includes newly elected and appointed officials prior to assuming office.

4215.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

4215.2.4 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

4215.2.5 The Board shall only take action during a properly noticed meeting.

4215.3 Committees. Committees created by formal action of the Board shall comply with the Brown Act.

Aligning Policies:

4240 Board Member Teleconference Policy

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 4220

4220 Minutes of Board Meetings

4220.1 Duty to keep minutes. The Clerk of the Board of Directors shall keep the minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in an organized and complete manner. .

4220.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will not be made. If a meeting is recorded, the device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

4220.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.4 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

4220.1.5 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 4220

- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all policies, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Review of Administration Decisions

POLICY NUMBER: 4225

4225 Review of Administrative Decisions

4225.1 Code of Civil Procedure § 1094.6. The provisions of California Code of Civil Procedure §1094.6 shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

4225.1.1 In accordance with §1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board's decision becomes final.

4225.1.2 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue.

4225.1.3 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.

4225.2 Applicability. This policy affects those administrative decisions rendered by the Board of Directors following a proceeding at which notice and an opportunity to be heard has been provided.

4225.3 Purpose. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

4225.4 Claims. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are being sought.

Aligning Policies:

1025 Claims Against the District

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Types of Board Meetings

POLICY NUMBER: 4235

4235 Types of Board Meetings

4235.1 Regular meetings: Regular meetings of the Board of Directors shall be held on the First Wednesday of each calendar month at 5:00 PM in the Beckwourth Peak Fire Station, 180 Main Street, Beckwourth, CA 96129. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

4235.2 Special meetings: Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

4235.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

4235.2.2 An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Directors.

4235.2.3 Notice of the meeting shall be provided when possible to newspaper and other social media outlets and to any person who has requested to receive notices of meetings by serving a copy of the agenda at least 24 hours before the meeting.

4235.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4235.3 Emergency Meetings: In the event of an emergency situation involving matters upon which prompt action is necessary, the Board of Directors may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency situation means either, as determined by a majority of the Board: (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety; or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency).

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Types of Board Meetings

POLICY NUMBER: 4235

4235.3.1 When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.

4235.3.2 Actions taken during an emergency meeting shall be by roll call vote.

4235.3.3 The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.

4235.3.4 Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office.

4235.4 Adjourned Meetings: A majority vote of the quorum of the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Directors are present at any regular or adjourned regular meeting, the Board President may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

4235.5 Annual Organizational Meeting: The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year and will appoint the Board's Clerk and the Finance Manager as the District's Treasurer.

Aligning Policies:

4205 Board Meeting Agenda

4215 Brown Act Compliance – Open Meeting Requirements

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Rules of Order for Conduct of Board and Committee Meetings

POLICY NUMBER: 4230

4230 Rules of Order for Conduct of Board and Committee Meetings

4230.1 General:

4230.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

4230.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4230.2 Obtaining the Floor:

4230.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

4230.3 Motions:

4230.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

4230.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

4230.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

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FIRE PROTECTION DISTRICT



POLICY TITLE: Rules of Order for Conduct of Board and Committee Meetings

POLICY NUMBER: 4230

4230.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

4230.4 Secondary Motions:

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4230.4.1 Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

4230.4.2 Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

4230.4.3 Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4230.4.4 Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

4230.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion.

4230.4.6 Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT



POLICY TITLE: Rules of Order for Conduct of Board and Committee Meetings

POLICY NUMBER: 4230

4230.5 Decorum:

4230.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

4230.5.2 The President may also declare a short recess during any meeting.

4230.6 Amendment of Rules of Order:

4230.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

DRAFT

Resolution of Annexation – Term and Conditions with Edits

WHEREAS, it is desired to require that the proposed annexation be subject to the following Terms and Conditions:

1. A territorial new boundary be established for BPPFD as identified in Exhibit #A, map and legal description of boundaries of the combined territories.
2. Eastern Plumas Rural Fire Protection District be dissolved, and Beckwourth Peak Fire Protection District named the successor, including all rights, responsibilities, properties, contracts, assets and liabilities, and functions of the EPRFPD and any funds to which it succeeds may be expended and properly disposed of as provided by Division 12, Part 2.7, Chapter 1, Health & Safety Code, Fire Protection District Law of 1987 (commencing with Section 13800 et seq.), as itemized in Asset Transfer Schedules Exhibit #C, Eastern Plumas Rural Fire Protection District.
3. All full- or part-time employees of EPRFPD shall be invited and encouraged to apply with BPPFD.
4. BPPFD, the successor agency, shall function under and carry out all authorized duties and responsibilities assigned to a Fire Protection District as outlined in the Division 12, Part 2.7, Chapter 1, Health & Safety Code, Fire Protection District Law of 1987 (commencing with Section 13800 et seq.) and other applicable laws, with the exception of ambulance services presently provided throughout the territory to be included by Eastern Plumas Healthcare District.
5. A tax exchange agreement shall be negotiated with the County of Plumas to allocate a property tax revenue structure for the EPRFPD to the successor agency, as provided for in Government Code Section 56810.
6. Owners of developed and undeveloped parcels within the boundaries of EPRFPD will be assessed a 2023 voter approved annual Special Tax at the parcel level as currently administered by BPPFD as described in Exhibit #E, that includes the following provisions:
 - a. The Special Tax at the parcel level will be assessed annually for Assessor's Parcels located entirely or partially within the Eastern Plumas Rural Fire Protection District boundary, based on land use types provided by the Assessor's Office. The special tax will raise funds to adequately provide fire and medical emergency response services to the newly annexed territory. This Special Tax is identical to the voter approved Beckwourth Peak Fire Protection District Special Tax of 2023. The revenue derived supports the operation of a regional fire protection district to provide community fire and emergency medical response services. The Special Tax is a condition of annexation and is not subject to approval by voters within Eastern Plumas Rural Fire Protection District.
 - b. Low Income Exemption – BPPFD recognizes the special tax may create a burden for low-income property owners in the region. For this reason, BPPFD has established procedures for implementing a Low-Income Exemption, to allow

landowners who fall within the U.S. Department of Housing and Urban Development (HUD) income limits for “very low” or “poverty level” to apply for a partial or complete exemption from the tax.

- c. Contiguous Parcel Exemption – Beckwourth Peak Fire Protection District has established procedures for a Contiguous Parcel Exemption to allow Assessors Parcels which are categorized as Rate ID "C" as used solely for timber production or agricultural grazing, upon approval of an application of the owners thereof to the District, to be treated as a single parcel for the purposes of this special tax.
 - d. Inflationary Adjustment – The special tax includes an inflationary adjustment to account for the ever-increasing costs of fire equipment, apparatus, diesel fuel, insurance and other items which typically increase at rates that exceed average inflation. Beckwourth Peak Fire Protection District maintains the right to retain its purchasing power in future years, and thus, the inflationary clause allows the Board of Beckwourth Peak Fire Protection District to adjust the tax annually, if needed, by no more than the cost of living as measured by the Consumer Price Index (CPI) for All West Urban Consumers, Non-seasonally Adjusted, for the Preceding Year (Bureau of Labor Statistics Series ID CUUR400SAO). This increase will not exceed 3% each year and must be approved by resolution at a properly noticed public hearing.
 - e. The initial Special Tax amount, as approved by BPFDP voters on November 7, 2023, shall be apportioned to property at a base rate of \$110 for improved single family residential parcels under 1,800 square feet, and parcels with other uses will be charged at various rates based on usage. (See Exhibit “F” BPFDP Special Tax Schedule).
 - f. The first Plumas County filing of the Special Tax for EPRFPD property owners requesting the County to collect the tax will occur on August 10, 2025. EPRFPD property owners will see the first billing on their November 2025 property tax bill. (New text)
7. All previously authorized charges, fees, assessments, and/or special taxes currently in effect and dedicated to fire protection or emergency medical response, now levied or collected by EPRFPD including improvement or assessment districts thereof, shall upon annexation, cease to be levied and collected.
 8. Upon annexation, all parcels within the boundary of EPRFPD are subject to all charges and fee structure that balance the needs of BPFDP for funding and cost of services and the burdens on property owners. All charges and fee structure programs will be rendered and adopted by the BPFDP Board of Directors and administered and codified through resolution or ordinance.
 9. Indebtedness of EPRFPD, if any, shall remain the legal obligation of only the lands and areas which incurred such indebtedness; however, the outstanding indebtedness, at the time of annexation, shall transfer to BPFDP.
 10. The composition of the BPFDP board of directors is a five (5) member board of directors, elected at-large, each of whom must be a registered voter residing within the district. Upon annexation, registered voters residing within the boundaries of the former EPRFPD are eligible to serve on the

BPFPD board.

11. BPFPD terms of office are; two positions of two-year terms ending December 5, 2025 and three positions of four-year terms ending December 3, 2027. All terms will be four years thereafter.
12. All contracts for services presently administered by EPRFPD are subject to separate review and price for services negotiations by BPFPD.
13. The services to be provided by the successor District shall be provided in a manner consistent with the "Plan for Services" attached hereto as Exhibit #B and incorporated herein by reference.
14. Upon execution of this resolution and until the application for annexation is approved and effective, both parties agree that BPFPD will serve as the sole financial administrator for EPRFPD, thus authorizing BPFPD full control of the financial assets and liabilities of EPRFPD.
15. Upon execution of this resolution and until the application for annexation is complete and effective, EPRFPD will effect a release of liability and hold harmless against BPFPD, and allow BPFPD access and control of all EPRFPD facilities, and allow BPFPD to make use of EPRFPD apparatuses and equipment to provide fire protection, emergency medical and rescue services to EPRFPD.
16. EPRFPD will assist in the disposal of all non-functional/inoperable vehicles and equipment as deemed by BPFPD.
17. EPRFPD will return/reallocate USFS equipment and vehicles as deemed by BPFPD.
18. Upon execution of this resolution, EPRFPD will provide BPFPD their most recent audit report.
19. EPRFPD will preserve all documents and information related to, financial reports, audits, records, **audits**, contracts, deeds, easements, registrations, correspondence, personnel, and the like, and upon completion of annexation, will make these documents available to BPFPD.

DRAFT
RESOLUTION NO. 2024.05

**RESOLUTION OF APPLICATION BY THE BECKWOURTH PEAK
FIRE PROTECTION BOARD OF DIRECTORS REQUESTING THE
PLUMAS LOCAL AGENCY FORMATION COMMISSION TO
INITIATE PROCEEDINGS FOR THE ANNEXATION OF EASTERN
PLUMAS RURAL FIRE PROTECTION DISTRICT TERRITORY TO
THE BECKWOURTH PEAK FIRE PROTECTION DISTRICT AND
THE DISSOLUTION OF EASTERN PLUMAS RURAL FIRE
PROTECTION DISTRICT**

Resolved, by the Board of Directors of the Beckwourth Peak Fire Protection District (“the District”), that:

WHEREAS, the District in conjunction with Eastern Plumas Rural Fire Protection Agency approving substantially similar resolutions and listed within this resolution, desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the California Government Code and California Health and Safety Code Sections 13800-13970, also known as the Fire Protection District Law of 1987, for the annexation of Eastern Plumas Fire Protection District territory to the Beckwourth Peak Fire Protection District and the concurrent dissolution of the Eastern Plumas Fire Protection District with transfer of responsibility to provide fire protection, emergency medical and rescue services contingent upon the annexation request as authorized by the Plumas Local Agency Formation Commission (LAFCo) and approved by the board of directors of Eastern Plumas Rural Fire Protection District and the board of directors of Beckwourth Peak Fire Protection District; and

WHEREAS, the Eastern Plumas Rural Fire Protection District, (EPRFPD) and the Beckwourth Peak Fire Protection District, (BPFDP) hereinafter referred to as “Participating Fire Agencies”, are authorized to provide fire protection, emergency medical and rescue services within their respective boundaries directly or by contract based on their respective formation documents and principal acts (California Government Code Section 38600, et seq., and California Health and Safety Code Section 13800, et seq.); and

WHEREAS, the Eastern Plumas Rural Fire Protection District Board of Directors discovered serious issues within the department relating to lack of certifications, lack of volunteers, and inability to provide critical services throughout the district. On June 21, 2023, the Board of Directors of EPRFPD held an Emergency Meeting to initiate a suspension of fire response operations to allow the district to restructure, recruit, and reassign duties for EPRFPD over the following six-month period. On June 22, 2023, EPRFPD issued a letter to impacted agencies of their Board of Directors’ decision to cease fire and medical response operations and cited Mutual Aid Coverage for services. After discussions with Plumas LAFCo and Plumas Board of Supervisors, agreement was reached by Beckwourth Fire Protection District and Graeagle Fire Protection District to temporarily cover fire protection, medical and rescue response within the EPRFPD service territory for a period of six months commencing on June 22, 2023. To date, EPRFPD has been unable to restore critical emergency response services within the district and any plans to restore these services have not been effective. After further discussion with Plumas LAFCo, the Board of EPRFPD, held a meeting on January 15, 2024, to discuss options for the district. With an overwhelming response from EPRFPD constituents supporting annexation, the EPRFPD Board of Directors held a meeting on February 19, 2024, voting unanimously to pursue annexation with Beckwourth Peak Fire Protection District; and

WHEREAS, on January 23, 2024, representatives from the Board of Directors of EPRFPD and BPFDP met with Plumas LAFCo to discuss annexation and the procedural process necessary to achieve successful annexation; and

WHEREAS, on January 29, 2024, the representatives from both districts met to align ownership of steps necessary to successfully complete the annexation requirements by December 31, 2024; and

WHEREAS, on _____ the Board of Directors of BPPFD voted to support and pursue the annexation of EPRFPD territory into the BPPFD boundaries and service area, effectively to create an efficient, effective and sustainable emergency services system for the EPRFPD response area; and

WHEREAS, the Plumas LAFCo, hereinafter referred to as Commission, serves as the review authority over the formation and reorganization of cities and special districts as contained in and authorized by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, hereinafter referred to as “the Act”, commencing with Section 56000 of the California Government Code; and

WHEREAS, the Act establishes the process pursuant to which citizens or legislative bodies of local agencies may seek the reorganization of cities and districts; and

WHEREAS, in order to facilitate the annexation of EPRFPD, through adoption of this resolution of application, the EPRFPD has assumed the principal role in initiating the proposal and requesting the Commission to commence its review process by the filing of an application with the appropriate fees paid by EPRFPD; and

WHEREAS, the proposed reorganization is consistent with the adopted sphere of influence for EPRFPD and ensuring there is no duplication of services within the resulting boundaries, through dissolution of EPRFPD as indicated by the “Zero Sphere of Influence” adopted for EPRFPD; and

WHEREAS, the BPPFD sphere of influence will require amendment for consistency with the application; and

WHEREAS, notice of intent to adopt this resolution of application has been given, and this Board has conducted a public hearing based upon this notification, and has received and considered comments presented at that hearing; and

WHEREAS, the territory proposed to be annexed is considered to be inhabited (more than 12 registered voters) and a description of the boundaries of the territory to be included and a map of the proposed boundary designated as set forth in Exhibit #A, are attached hereto and by this reference incorporated herein; and

WHEREAS, the reasons for the proposed annexation are as follows:

1. EPRFPD’s service boundaries lie as a separate and distinct service area yet surrounded entirely by the BPPFD service boundaries. Since June 2023, EPRFPD has experienced and continues to experience the inability to provide fire protection and emergency medical services within its service area. Cited reasons include:
 - a. Inability to recruit a fire chief.
 - b. Inability to recruit and retain firefighters.
 - c. Insufficient revenue to maintain ever increasing costs and requirements.
 - d. Inability to maintain equipment, apparatuses and facilities.
2. Since June of 2023, local fire agencies have been responding to all fire, medical emergency and rescue callouts for EPRFPD and there are no plans by EPRFPD to re-establish these services. The annexation would allow the BPPFD to better meet the emergency fire, rescue, and medical needs of EPRFPD. The newly annexed territory will create a uniform level of service within the entirety of its territory that is adequately funded and managed and which would allow:

- a. Better utilization of resources.
- b. Enhanced capital asset planning and streamlined improvement process.
- c. Enhanced response to emergency incidents based on key operational activities performed by paid professionals, paid part-time readiness staff, expanded paid personnel, fleet and station readiness, and district-wide uniform training and procedures.
- d. Reduced operating and administrative costs while increasing service levels.
- e. Enhanced efficiency of management through combining of technology infrastructure, fleet maintenance, and other administrative functions.
- f. Enhanced and standardized public education outreach.
- g. Elimination of dispatch and other agency confusion of territorial response boundaries; and

WHEREAS, it is desired to require that the proposed annexation be subject to the following Terms and Conditions:

1. A territorial new boundary be established for BPPFD as identified in Exhibit #A, map and legal description of boundaries of the combined territories.
2. Eastern Plumas Rural Fire Protection District be dissolved, and Beckwourth Peak Fire Protection District named the successor, including all rights, responsibilities, properties, contracts, assets and liabilities, and functions of the EPRFPD and any funds to which it succeeds may be expended and properly disposed of as provided by Division 12, Part 2.7, Chapter 1, Health & Safety Code, Fire Protection District Law of 1987 (commencing with Section 13800 et seq.), as itemized in Asset Transfer Schedules Exhibit #C, Eastern Plumas Rural Fire Protection District.
3. All full- or part-time employees of EPRFPD shall be invited and encouraged to apply with BPPFD.
4. BPPFD, the successor agency, shall function under and carry out all authorized duties and responsibilities assigned to a Fire Protection District as outlined in the Division 12, Part 2.7, Chapter 1, Health & Safety Code, Fire Protection District Law of 1987 (commencing with Section 13800 et seq.) and other applicable laws, with the exception of ambulance services presently provided throughout the territory to be included by Eastern Plumas Healthcare District.
5. A tax exchange agreement shall be negotiated with the County of Plumas to allocate a property tax revenue structure for the EPRFPD to the successor agency, as provided for in Government Code Section 56810.
6. Owners of developed and undeveloped parcels within the boundaries of EPRFPD will be assessed a 2023 voter approved annual Special Tax at the parcel level as currently administered by BPPFD as described in Exhibit #E, that includes the following provisions:
 - a. The Special Tax at the parcel level will be assessed annually for Assessor's Parcels located entirely or partially within the Eastern Plumas Rural Fire Protection District boundary, based on land use types provided by the Assessor's Office. The special tax will raise funds to adequately provide fire and medical emergency response services to the newly annexed territory. This Special Tax is identical to the voter approved Beckwourth Peak Fire Protection District Special Tax of 2023. The revenue derived supports the operation of a regional fire protection district to provide community fire and emergency medical response services. The Special Tax is a condition of annexation and is not subject to approval by voters within Eastern Plumas Rural Fire

Protection District.

- b. Low Income Exemption – BPPFD recognizes the special tax may create a burden for low-income property owners in the region. For this reason, BPPFD has established procedures for implementing a Low-Income Exemption, to allow landowners who fall within the U.S. Department of Housing and Urban Development (HUD) income limits for “very low” or “poverty level” to apply for a partial or complete exemption from the tax.
 - c. Contiguous Parcel Exemption – Beckwourth Peak Fire Protection District has established procedures for a Contiguous Parcel Exemption to allow Assessors Parcels which are categorized as Rate ID "C" as used solely for timber production or agricultural grazing, upon approval of an application of the owners thereof to the District, to be treated as a single parcel for the purposes of this special tax.
 - d. Inflationary Adjustment – The special tax includes an inflationary adjustment to account for the ever-increasing costs of fire equipment, apparatus, diesel fuel, insurance and other items which typically increase at rates that exceed average inflation. Beckwourth Peak Fire Protection District maintains the right to retain its purchasing power in future years, and thus, the inflationary clause allows the Board of Beckwourth Peak Fire Protection District to adjust the tax annually, if needed, by no more than the cost of living as measured by the Consumer Price Index (CPI) for All West Urban Consumers, Non-seasonally Adjusted, for the Preceding Year (Bureau of Labor Statistics Series ID CUUR400SAO). This increase will not exceed 3% each year and must be approved by resolution at a properly noticed public hearing.
 - e. The initial Special Tax amount, as approved by BPPFD voters on November 7, 2023, shall be apportioned to property at a base rate of \$110 for improved single family residential parcels under 1,800 square feet, and parcels with other uses will be charged at various rates based on usage. (See Exhibit “F” BPPFD Special Tax Schedule).
 - f. The first Plumas County filing of the Special Tax for EPRFPD property owners requesting the County to collect the tax will occur on August 10, 2025. EPRFPD property owners will see the first billing on their November 2025 property tax bill.
7. All previously authorized charges, fees, assessments, and/or special taxes currently in effect and dedicated to fire protection or emergency medical response, now levied or collected by EPRFPD including improvement or assessment districts thereof, shall upon annexation, cease to be levied and collected.
 8. Upon annexation, all parcels within the boundary of EPRFPD are subject to all charges and fee structure that balance the needs of BPPFD for funding and cost of services and the burdens on property owners. All charges and fee structure programs will be rendered and adopted by the BPPFD Board of Directors and administered and codified through resolution or ordinance.
 9. Indebtedness of EPRFPD, if any, shall remain the legal obligation of only the lands and areas which incurred such indebtedness; however, the outstanding indebtedness, at the time of annexation, shall transfer to BPPFD.
 10. The composition of the BPPFD board of directors is a five (5) member board of directors, elected at-large, each of whom must be a registered voter residing within the district. Upon annexation, registered voters residing within the boundaries of the former EPRFPD are eligible to serve on the BPPFD board.

11. BPPFD terms of office are; two positions of two-year terms ending December 5, 2025 and three positions of four-year terms ending December 3, 2027. All terms will be four years thereafter.
12. All contracts for services presently administered by EPRFPD are subject to separate review and price for services negotiations by BPPFD.
13. The services to be provided by the successor District shall be provided in a manner consistent with the “Plan for Services” attached hereto as Exhibit #B and incorporated herein by reference.
14. Upon execution of this resolution and until the application for annexation is approved and effective, both parties agree that BPPFD will serve as the sole financial administrator for EPRFPD, thus authorizing BPPFD full control of the financial assets and liabilities of EPRFPD.
15. Upon execution of this resolution and until the application for annexation is complete and effective, EPRFPD will effect a release of liability and hold harmless against BPPFD, and allow BPPFD access and control of all EPRFPD facilities, and allow BPPFD to make use of EPRFPD apparatuses and equipment to provide fire protection, emergency medical and rescue services to EPRFPD.
16. EPRFPD will assist in the disposal of all non-functional/inoperable vehicles and equipment as deemed by BPPFD.
17. EPRFPD will return/reallocate USFS equipment and vehicles as deemed by BPPFD.
18. Upon execution of this resolution, EPRFPD will provide BPPFD their most recent audit report.
19. EPRFPD will preserve all documents and information related to, financial reports, audits, records, contracts, deeds, easements, registrations, correspondence, personnel, and the like, and upon completion of annexation, will make these documents available to BPPFD.

WHEREAS, the EPRFPD has assumed Lead Agency status for this project under the California Environmental Quality Act (CEQA), with BPPFD serving as a Responsible Agency; and

WHEREAS, EPRFPD has determined that this project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15320 (Changes in organization of local agencies) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment – where the activity consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised – and that does not involve development or a change in the manner for which an existing service is provided.

WHEREAS, EPRFPD and BPPFD have determined that since a majority of the members of both of the legislative bodies are adopting substantially similar resolutions of application for this annexation, the Resolution of Application meets the criteria for requesting a waiver of proceedings as set forth in Government Code Section 56853 with regard to the annexation and dissolution applications; and

NOW THEREFORE BE IT RESOLVED, by the Eastern Plumas Rural Fire Protection District as follows:

SECTION 1. Findings of Facts. The above recitals are adopted as findings of fact.

SECTION 2. Adoption of Resolution of Application. This Resolution of Application is hereby

adopted and approved, and the Local Agency Formation Commission of Plumas County is hereby requested to take proceedings for the reorganization of territory described in Exhibit #A (Map and Boundary Description) consisting of the annexation and dissolution of EPRFPD according to the terms and conditions stated above and in the manner provided by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code Section 56000, et seq.

SECTION 3. California Environmental Quality Act CEQA. EPRFPD has determined that this project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15320 (Changes in organization of local agencies) because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment – where the activity consists of changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised – and that does not involve development or a change in the manner for which an existing service is provided. With respect to this determination, staff is directed to comply with CEQA, including filing a Notice of Exemption with the County and posting it on the district website. **[EPRFPD RESOLUTION ONLY – MUST FILE NOTICE OF EXEMPTION WITHIN 5 DAYS OF ADOPTING THIS RESOLUTION]**

SECTION 4. Other Acts. The Officers and staff of the District are hereby authorized and directed, jointly and severally, to do any and all things, to execute and deliver any and all documents, which, in consultation with District Counsel, they may deem necessary or advisable in order to effectuate the purposes of this Resolution, and any and all such actions previously taken by such Officers or staff members are hereby ratified and confirmed.

SECTION 5. Effective Date. This Resolution shall take effect upon adoption.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the _____ District at a regular meeting thereof held on the day of _____, 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

President

District

ATTESTED:

District Secretary

Attachments:

Exhibit A, Map and legal description of proposed fire protection district boundaries.

Exhibit B, Plan for Services.

Exhibit C, Eastern Plumas Rural Fire Protection District Schedule of Asset Transfer.

Exhibit D, Eastern Plumas Rural Fire Protection District – Four Deeds of Trust.

Exhibit E, Financial Plan and Proposed Beckwourth Peak FPD Budget – Post Annexation January 1, 2025-
June 30, 2025.

Exhibit F, 2023 Beckwourth Peak FPD Special Tax Schedule.

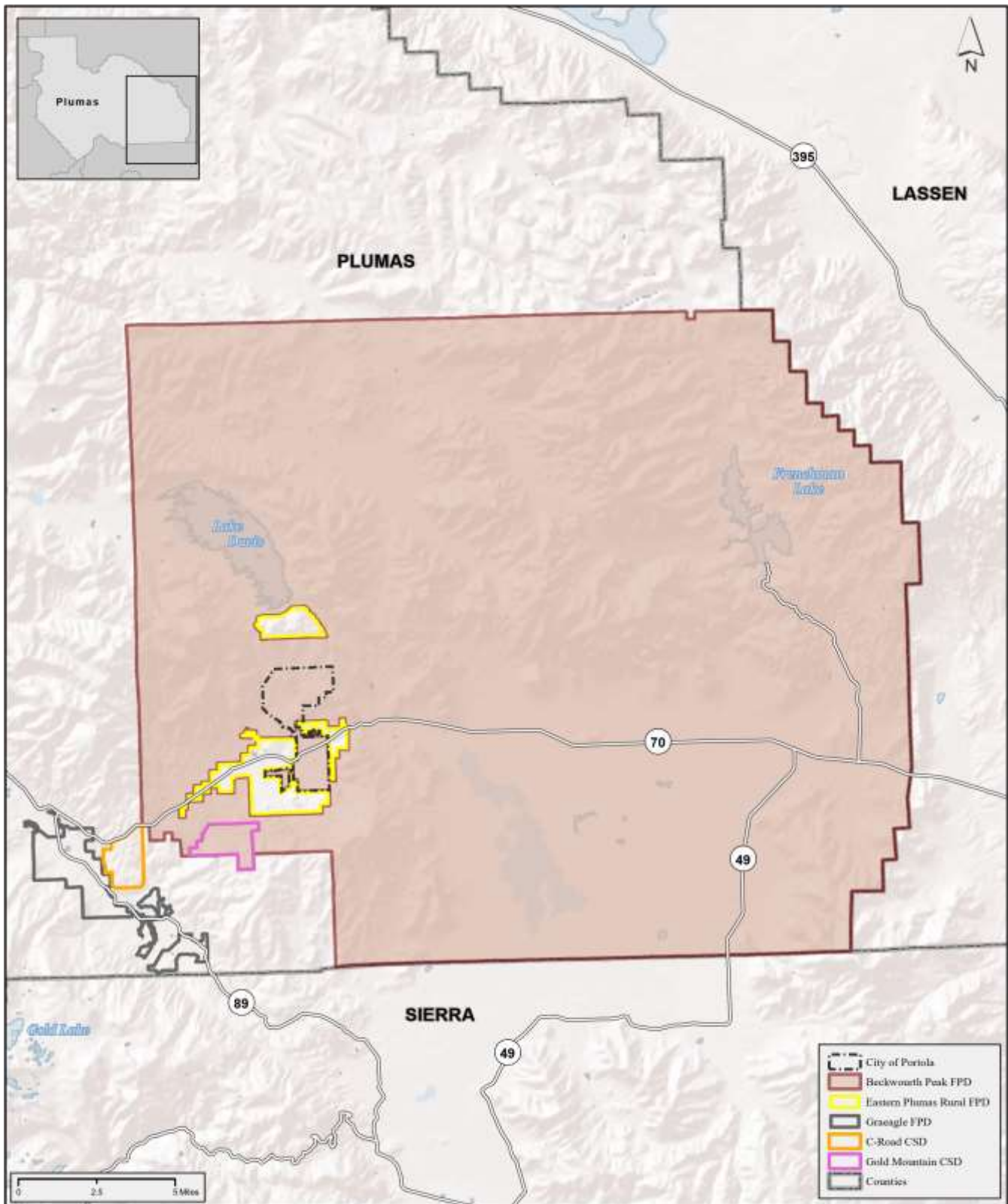
DRAFT

Exhibit A: Map and legal description of the proposed Annexation and new service area of Beckwourth Peak Fire Protection District

Proposed New Beckwourth Peak Fire Protection District Service Area

With the proposed annexation of Eastern Plumas Rural FPD, communities to be served by Beckwourth Peak FPD include Beckwourth, Gold Mountain, Vinton, Chilcoot, Delleker, Lake Davis and the City of Portola.

DRAFT



Eastern Plumas Rural FPD Reorganization: Dissolution and Concurrent Annexation into Beckwourth Peak FPD

Map Date: 5/15/2024

Exhibit B: Plan for Services

DRAFT

Plan for Services

This plan for service supports the proposed annexation and details how services will be provided and funded by BPFDP. It has been prepared according to the information required by §56653(b) of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH act) which states: (b) The plan for providing services shall include all of the following information and any additional information required by the commission or the executive officer: (1) An enumeration and description of the services currently provided or to be extended to the affected territory. (2) The level and range of those services. (3) An indication of when those services can feasibly be extended to the affected territory if new services are proposed. (4) An indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed. (5) Information with respect to how those services will be financed. A plan for services considers the services, capacity, cost and adequacy of services within an area and how those services would be affected by the proposed action.

Proposed Annexation

The proposed annexation would serve to consolidate and reorganize services currently provided by EPRFPD, including structural fire response, emergency medical response and rescue services, into an existing regional fire district, BPFDP. This annexation will enhance services and response to the communities served by EPRFPD and BPFDP and will provide consistency in levels of service throughout the entirety of the BPFDP boundaries. The consistent and reliable funding sources of BPFDP to support services throughout the annexed territory will be carried forward to EPRFPD, including,

- a) The Plumas County transfer approval of existing EPRFPD tax sharing increments to BPFDP.
- b) Application of the approved BPFDP Special Tax ballot measure dated November 7, 2023, across all parcels within the service territory of EPRFPD.
- c) CalFire and USFS large incident support response revenue.
- d) Fundraising efforts.
- e) Miscellaneous service fees enacted by the board of directors of BPFDP.

Since June 2023, BPFDP has provided fire and emergency medical services to EPRFPD and has become familiar with its territories, customers and nuisances, all without compensation to BPFDP. Without the ability for EPRFPD to re-establish their operations, this annexation provides a path forward for EPRFPD, and establishes a revenue source for services already being provided by BPFDP.

BPFDP will endeavor to adhere to the National Fire Protection Association (NFPA) performance standard for volunteer and other combined fire departments, (NFPA 1720). This standard, among other guidelines, identifies target response time performance for structure fires.

With adequate services already being provided by BPFDP to EPRFPD, these services are planned to continue through the annexation process.

The annexation will result in the dissolution of the EPRFPD. All assets of EPRFPD will be transferred to the BPFDP as the successor agency. The BPFDP is governed by a five-member board of directors with staggering terms in office and elected by the registered voters residing within the boundaries of the entirety of the district.

“Dissolution” means the disincorporation, extinguishment, or termination of the existence of a district and the cessation of all its corporate powers, except as the commission may otherwise provide pursuant to Section 56886 or for the purpose of winding up the affairs of the district (Government Code section 56035).

Current Challenges

Lack of Business to Conduct:

EPRFPD has been non-operational since June 21, 2023, and in contrast to what was initially stated, the district has not developed a path forward to reopen and support emergency response service and there are no future plans to re-open the district for business. In the extended non-operational status of EPRFPD, the district continues to collect revenue in the form of taxes, assessments and contract services when EPRFPD structure fire and emergency response services have ceased.

Board Vacancies:

EPRFPD has struggled to maintain a full seated board of directors. In 2023, the district was unable to obtain a quorum due to lack of board members and subsequently was unable to conduct business for a period of five months.

No Fire Personnel:

EPRFPD ceased operations on June 21, 2023, due to lack of a fire chief and no firefighters. Efforts to recruit and fill these positions have been unsuccessful.

Inconsistent Funding:

As detailed in the Plumas LAFCo Eastern Plumas Fire Municipal Service Review dated October 17, 2022, EPRFPD has struggled with and at times, has not had sufficient revenue to support operations. With the loss of two contracts with neighboring agencies, City of Portola and Gold Mountain CSD, the department’s ability to provide services and maintain facilities and equipment has greatly diminished. Long term, annexation to BPFDP will allow for savings through elimination of redundancy, staffing costs, efficiency gains and greater purchasing power.

Irregular Boundaries:

Most of the service area of EPRFPD sits squarely in the center of BPFDP. EPRFPD present bounds encompass approximately eight square miles. The boundary area consists of two non-contiguous parts. The larger part surrounds the City of Portola and stretches from Willow Creek in the west to Grizzly Ranch in the east. The smaller of the two areas is located by Lake Davis.

With the portion of EPRFPD boundary surrounded by the City of Portola, which now is served by BPFDP, confusion exists with sheriff 911 dispatch and with all emergency responders in eastern Plumas County.

Strain on Neighboring Fire Agencies to Cover Without Compensation:

Fire districts were formed to provide structure fire and all risk services within a specific jurisdictional boundary where services are supported by revenue from a combination of taxes, fees, and fundraising. When a fire district is unable to provide these services, it places tremendous pressure on neighboring agencies to ensure emergencies are being handled. In the case of EPRFPD, the district’s board of directors determined in June of 2023, that the district did not have a Chief or any firefighters to provide emergency services and voted to stand down their operations for six months while the

district re-built their service capabilities. Without compensation, Beckwourth Fire Protection District and Graeagle Fire Protection District stepped up temporarily and have provided emergency response service to EPRFPD callouts. The now extended non-operational status of EPRFPD has placed a tremendous financial and staffing burden on both agencies as EPRFPD has failed to negotiate in good faith for paid service contracts with the two agencies providing coverage.

Population and Growth

Ninety-eight percent of the existing land uses within the EPRFPD’s boundary area are agricultural and undeveloped properties, with some forest zones. Residential, commercial and industrial uses are mostly concentrated around the City of Portola. There are some residential and recreational areas in the Lake Davis portion of the District. EPRFPD boundaries encompass a total of eight square miles. EPRFPD’s boundary area included 5,284 acres, 1,486 residential unit equivalents, 827 structures, and 1,443 lots.

Based on average household size throughout the County of 2.21 people during the period of 2016-2020, the estimated population within EPRFPD’s boundaries is 3,284.

The estimated combined population within the BPFPD and EPRFPD is approximately 7,099 based on Plumas LAFCo Eastern Plumas Fire MSR dated Sept. 17, 2022.

The area has observed slow residential growth in last the ten years.

It should also be noted that there is a significant seasonal variation in population, particularly as it relates to tourists and resort facilities within the area.

Affected Agency	Population
Beckwourth Peak FPD	3,815
Eastern Plumas Rural FPD	3,284
Total Proposed Population Served	7,099

Source: Plumas LAFCo Eastern Plumas Fire MSR 9/2022

Sphere of Influence

During the Eastern Plumas Fire study conducted over the period of 2019-2023, and in anticipation of the formation of a newly formed regional fire district in Eastern Plumas County, Plumas LAFCo set the Sphere of Influence for EPRFPD to Zero. The Sphere of Influence for the BPFPD is approved to be 'coterminous' with the boundaries of the newly formed district. The BPFPD Sphere of Influence will require an amendment to include the territory within EPRFPD prior to the annexation for consistency.

Facilities and Capacities

EPRFPD operates three fire stations – one in Delleker, the second in the Lake Davis area, and the third in the Iron Horse community. The District owns all three stations.

The October 17, 2022, Eastern Plumas Fire Municipal Services Review detailed the condition of the three fire stations as provided by Eastern Plumas Rural FPD –

The Delleker (#1) and Lake Davis (#2) stations were reported to be in fair condition, and the Iron Horse (Station #3) station was described to be in poor condition, as it is only adequate for housing vehicles and equipment and inadequate for personnel due to lack of water source. The Lake Davis station water reserves are represented by a 4,000-gallon water tank.

Infrastructure Needs

All three EPRFPD facilities require work and need to be updated. A storage container was added to the Delleker Station in 2021 to address storage capacity needs. The three stations require the installation of showers.

Station	Year Built	Condition
Delleker #1	1991	Fair *No showers
Lake Davis #2	1998	Fair *Failed exhaust system, no showers
Iron Horse #3	2002	Poor *No water or showers

Facility condition definitions: Excellent-relatively new (less than 10 years old) and requires minimal maintenance. Good-provides reliable operation in accordance with design parameters and requires only routine maintenance. Fair- operating at or near design levels; however, non-routine renovation, upgrading and repairs are needed to ensure continued reliable operation. Poor- cannot be operated within design parameters; major renovations are required to restore the facility and ensure reliable operation.

Facility Improvements/Upgrades/Contingencies:

Delleker Station #1 - Although the Delleker station is owned by EPRFPD, a recorded easement with conditions exists for access by a driveway to the back of the Delleker station to allow for fire vehicle and engine drive through to the equipment bays. The easement held by Grizzly Lake Community Services District (formerly known as the Grizzly Lake Resort Improvement District), is subject to evaluation and negotiation of continuance upon the dissolution of EPRFPD. The Delleker station is the most viable of the three EPRFPD facilities, however, it does require improvements to bring the facility to code.

Lake Davis Station #2 – This facility and parcel on which it is constructed is wholly owned by EPRFPD. The heat venting system at this facility is non-operable and requires repair prior to opening for operations. An outdoor 4,000-gallon water tank has been installed to provide a water source. There are no showers in this facility. Extensive upgrades would be required to bring this facility to code and as an operational station.

Iron Horse Station #3 – This station sits on an easement held by the Iron Horse Community and is subject to re-negotiation when EPRFPD vacates. The facility is a smaller non-insulated steel building that can house two small vehicles. Room for meetings or administrative facilities does not exist within the footprint of the building. The facility does not have a water source. Heat is provided by propane.



Delleker Station #1



Lake Davis Station #2



Iron Horse Station #3

**Exhibit C: Eastern Plumas Rural Fire Protection District
Schedule of Asset Transfer**

Schedule of Asset Transfer

Upon completion and certification of annexation, EPRFPD shall be dissolved, and BPPFD named the successor agency, including all rights, responsibilities, properties, contracts, assets and liabilities, and functions of EPRFPD.

Real Property

Facility	Address	APN and Acreage
Delleker	141 Delleker Dr. Portola, CA 96122	125-382-06 125-382-07 125-382-08 Easement
Lake Davis	6796 Lake Davis Rd., Portola, CA 96122	Portion of 025-240-86
Iron Horse	5585 Semaphore Rd., Portola, CA 96122	126-043-13 LOT #42 *Land to revert back to Iron Horse. BPPFD to renegotiate usage

Personal Property

Apparatus ID	Year and Manufacturer	Details
9851	2000 Ford VIN#95694	Rescue 9851 recommended for disposal
9821	1997 Spartan VIN#21823	Structure Engine - Pumper
9823	1991 Pierce VIN#00582	Structure Engine #2 9823 – Pump failure. Possible filter missing causing mud and debris to be sucked into pump
9832	1979 INTL VIN#11313	Lake Davis Water Tender
9873	1996 INTL VIN#76433	Wildland Type 3
9876	2004 Ford VIN#34842	Type 6
9878	2003 Ford VIN #76380	Wildland Type 6 – 9878 inspect for tank water damage
TRAILER	1980 ID#V96416	Semi-Trailer parked behind Delleker Station
	MAKO BAM06H-E1	Breathing Air Compressor
	Circul-Air	Electric Fire Hose Dryer
	Husky-Pro Compressor	Located in Delleker Bay
	Multiple Compressors	Located in Delleker Bay
	Chainsaws	Located in Delleker Bay
		All remaining Fire Department sundry supplies, clothing, safety gear, and equipment

CALFIRE Apparatus Loan Program

Apparatus ID	Year and Manufacturer	Details
9857	2008 Chevy VIN#58240	Pickup Truck
9871	1994 Ford VIN#43420	9871 - Wildland Type 3 – old manual transmission model
9872	2004 INTL VIN#20361	9872 – Wildland Type 3
		Pumps on 9878 and 9876 are government excess property. Cannot be sold
		Slide in unit at “C” Road community station

Exhibit D: Eastern Plumas Rural Fire Protection District – Four Grant Deeds

- 1) Delleker Station #1 - Grant Deed for Station Parcel
- 2) Delleker Station #1 - Grant Deed for Easement
- 3) Lake Davis Station #2 - Grant Deed
- 4) Iron Horse Station #2 – Grant Deed Easement

Delleker Station #1 –

- Grant Deed for Station Parcel
- Grant Deed Easement from Grizzly Lake Community Services District for access from alternate ingress/egress to the back of the station

5747

RECORDING REQUESTED BY EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

MAIL TAX STATEMENT TO P.O. BOX 1434 FORTOLA, CA 96122 WHEN RECORDED MAIL TO

RECORDED AT REQUEST OF Government Agency AUGUST 20, 1990 AT 35 MIN PAST 10 VOL 329 PAGE 1 OFFICIAL RECORDS PLUMAS CO., CA RECORDS JUDITH WELLS, RECORDER FEE No Fee

Plumas County Address: EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT P.O. BOX 1434 FORTOLA, CA 96122

SPACE ABOVE RECORDER'S USE ONLY GRANT DEED (INDIVIDUAL)

The undersigned grantor(s) decedent(s) Documentary transfer tax is \$ 8 [X] Computed on full value of property conveyed, or [] Computed on full value less value of liens and encumbrances remaining at time of sale [] Unincorporated area [] City of Tax Parcel No.

Grizzly Lake Resort Improvement District

FOR A VALUABLE CONSIDERATION, GRIZZLY LAKE RESORT IMPROVEMENT DISTRICT

HEREBY GRANTS TO EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

the real property in the County of PLUMAS State of California, described as: A PORTION OF SECTION 34, TOWNSHIP 33 NORTH, RANGE 13 EAST N.E.M. MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEING LOT 2 OF THAT CERTAIN MAP RECORDED IN BOOK 6 OF RECORD SURVEYS AT PAGE 112, PLUMAS COUNTY RECORDS APN 125-392-06

X Dated AUGUST 15, 1990

Signature of Chairman of Grizzly Lake Resort Improvement District

(Individual Acknowledgment) STATE OF CALIFORNIA

CERTIFICATE OF ACCEPTANCE

THIS IS TO CERTIFY that the interest in real property owned by the deed or grant dated AUGUST 15, 1990 from the Grizzly Lake Resort Improvement District, a Resort Improvement District, to the Eastern Plumas Rural Fire Protection District, a Fire Protection District, is hereby accepted by the undersigned officer or agent on behalf of the Board of Directors of the Eastern Plumas Rural Fire Protection District, pursuant to authority conferred by resolution of the said Board of Directors adopted on AUGUST 6, 1990, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: AUGUST 15, 1990

EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

Leonard Ross

CHICAGO TITLE INSURANCE COMPANY
INDIVIDUAL
Staple

STATE OF CALIFORNIA }
COUNTY OF PLUMAS } SS.
On this 15TH day of AUGUST, in the year 1990, before me, the undersigned, a Notary Public in and for said County and State, personally appeared LEONARD ROSS

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged that He executed the same.

Signature Mary L. Welch
MARY L. WELCH
Name (Typed or Printed)
Notary Public in and for said County and State



RECORDING REQUESTED BY:
CAL-SIERRA TITLE COMPANY

WHEN RECORDED MAIL TO:

EASTERN RURAL PLUMAS FIRE DISTRICT
151 DELLEKER ROAD
PORTOLA, CA 96122

Doc No: 2002-02679 Page 1 of 4
PLUMAS, COUNTY OF
Recording Date: 03/20/2002 Time: 04:18 PM
Plumas County, California
Judith Wells, Recorder
Fee: \$0.00

ESCROW NO. ACCOM

EASEMENT

GRANT DEED

The undersigned grantor(s) declare(s):

County transfer tax is \$ 0.00

A.P.N.: 125-382-008

() computed on full value of property conveyed, or

() computed on full value less value of liens and encumbrances remaining at time of sale.

() Unincorporated area: () City of _____, and

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

GRIZZLY LAKE RESORT IMPROVEMENT DISTRICT

hereby GRANTS to EASTERN PLUMAS RURAL FIRE DISTRICT

the following described real property in the County of **PLUMAS**, State of California:
SEE EXHIBIT ENTITLED "EASEMENT DESCRIPTION" ATTACHED HERETO

THIS GRANT SHALL REMAIN VALID ONLY FOR SO LONG AS SAID FIRE DISTRICT, OR A SUCCESSOR FIRE DISTRICT OR DEPARTMENT CONTINUES TO OWN, AND OCCUPY, THE ADJOINING PROPERTY TO THIS EASEMENT.

DATE: **March 20, 2002**

~~STATE OF CALIFORNIA)
)
COUNTY OF _____)~~

~~On _____ before me _____~~

~~personally appeared _____~~

~~personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s), whose name(s) is/are subscribed in the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.~~

~~WITNESS my hand and official seal.~~

~~Signature _____~~

GRIZZLY LAKE RESORT
IMPROVEMENT DISTRICT

Ellis S. Twitchell
BY: ELLIS S. TWITCHELL
TITLE: VICE CHAIRMAN

BY: _____

MAIL TAX STATEMENTS AS DIRECTED ABOVE

(This area for official notarial seal)

EASEMENT DESCRIPTION

An easement for Driveway purposes and Fire Training purposes, being a portion of Lot 3, as shown on that certain Record of Survey for Grizzly Lake Resort Improvement District, recorded in Book 6 of Record of Surveys at page 112, Plumas County records, located in Section 34, T. 23 N., R. 13 E., M.D.M., Plumas County, California, being more particularly described as follows:

Beginning at the most Southerly corner of said Lot 3; thence along the boundary of said Lot 3, N54°19'00"E, 53.67 feet; thence along said boundary, N25°22'23"E, 64.25 feet; thence S66°44'33"W, 48.48 feet; thence S51°05'27"W, 64.84 feet to the boundary of said Lot 3; thence along a non tangent curve to the right, having a back tangent of S42°16'27"E, a radius of 330.00 feet, through a central angle of 06°35'27", an arc length of 37.96 feet to the Point of Beginning; containing 0.08 acres, more or less.



Lake Davis Station #2 – Grant Deed

RECORDING REQUESTED BY

CHICAGO TITLE INSURANCE
AND WHEN RECORDED MAIL THIS DEED AND, UNLESS OTHERWISE
SHOWN BELOW, MAIL TAX STATEMENT TO

Name EASTERN PLUMAS RURAL FIRE
Street Address PROTECTION DISTRICT
City & State C/O JIM JENNINGS
P.O. BOX 1537
Zip PORTOLA, CA 96122

Title Order No. Escrow No. 17843-DB

BOOK 757 PAGE 465

RECORDED AT REQUEST OF
CHICAGO TITLE

at 20 min. past 10A.M.

8730 OCT 30 1998

PLUMAS COUNTY, CALIFORNIA
JUDITH WELLS

Fee \$ 13 Recorder

SPACE ABOVE THIS LINE FOR RECORDER'S USE

T 358 Legal (2-94)

Grant Deed

THE UNDERSIGNED GRANTOR(S) DECLARE(S)

DOCUMENTARY TRANSFER TAX IS \$ -0-

unincorporated area City of

Parcel No. PORTION OF 025-240-86

computed on full value of interest or property conveyed, or

computed on full value less value of liens or encumbrances remaining at time of sale, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
JAMES L. HOLCOMB and JULIA R. HOLCOMB, HUSBAND AND WIFE

hereby GRANT(S) to
EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

the following described real property in the UNINCORPORATED AREA
county of PLUMAS, state of California:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

Dated SEPTEMBER 21, 1998

STATE OF CALIFORNIA
COUNTY OF PLUMAS } S.S.

On SEPTEMBER 22, 1998 before me,

DONNA BELL

a Notary Public in and for said County and State, personally appeared
JAMES L. HOLCOMB AND JULIA R. HOLCOMB

personally known to me (or proved to me on the basis of satisfactory
evidence) to be the person(s) whose name(s) is/are subscribed to the
within instrument and acknowledged to me that he/she/they executed
the same in his/her/their authorized capacity(ies), and that by his/her/their
signature(s) on the instrument (the person(s), or the entity upon behalf
of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Signature

Donna Bell

James L. Holcomb
JAMES L. HOLCOMB
Julia R. Holcomb
JULIA R. HOLCOMB



(This area for official notarial seal)

MAIL TAX STATEMENTS TO PARTY SHOWN ON FOLLOWING LINE; IF NO PARTY SHOWN, MAIL AS DIRECTED ABOVE

Name

Street Address

City & State

EXHIBIT "A"

BOOK 757 PAGE 466

17843-DB

LEGAL DESCRIPTION

ALL THAT CERTAIN REAL PROPERTY SITUATE IN THE UNINCORPORATED AREA OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

BEING A PORTION OF LOT 1, AS SHOWN ON THE MAP OF LAKEVIEW SUBDIVISION, FILED IN THE OFFICE OF THE RECORDER OF SAID PLUMAS COUNTY IN BOOK 7 OF MAPS AT PAGE 59, AND BEING A PORTION OF SECTION 11, T.23N., R.23E., M.D.M. AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE CENTERLINE OF PINEHAVEN LANE; THENCE ALONG THE NORTHERLY LINE OF SAID LOT 1, ALONG THE ARC OF A 967.23 FOOT RADIUS CURVE TO THE RIGHT, WHOSE TANGENT AT THIS POINT BEARS N81°03'46"E, THROUGH A CENTRAL ANGLE OF 01°47'41", AN ARC DISTANCE OF 30.30 FEET TO THE EASTERLY LINE OF SAID PINEHAVEN LANE, AND THE TRUE POINT OF BEGINNING FOR THE PARCEL HEREIN DESCRIBED; THENCE FROM SAID POINT OF BEGINNING, ALONG THE NORTHERLY LINE OF SAID LOT 1, ALONG THE ARC OF SAID 967.23 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 6°32'00", AN ARC LENGTH OF 110.29 FEET; THENCE CONTINUING ALONG SAID NORTHERLY LINE N 89°23'27" E, 90.02 FEET; THENCE S 00°01'39" E, 100.01 FEET; THENCE S89°23'27"W, 200.01 FEET TO THE EASTERLY LINE OF SAID PINEHAVEN LANE; THENCE ALONG SAID EASTERLY LINE, N 00°01'39"W, 93.73 FEET TO THE POINT OF BEGINNING.

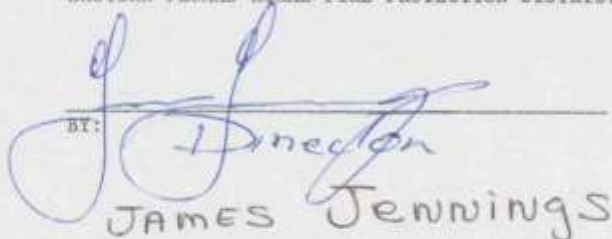
(End of document Chicago Title)

BOOK 757 PAGE 467

EXHIBIT "B"

THIS IS TO CERTIFY THAT THE INTEREST IN THE REAL PROPERTY CONVEYED BY THE GRANT DEED DATED SEPTEMBER 21, 1998 FROM JAMES L. HOLCOMB AND JULIA R. HOLCOMB TO EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, TO WHICH THIS CERTIFICATE IS ATTACHED, IS HEREBY ACCEPTED BY THE UNDERSIGNED OFFICER OR AGENT ON BEHALF OF THE EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, AND THE GRANTEE CONSENTS TO RECORDATION THEREOF.

EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

BY: 
JAMES JENNINGS

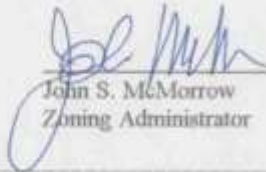
SPECIAL USE PERMIT

PERMITTEE: Eastern Plumas Rural Fire Protection District
OWNER: Eastern Plumas Rural Fire Protection District
DATE APPROVED: December 2, 1998
USE PERMITTED: Establishment of Public Service Facility (fire station)
ASSESSOR'S PARCEL NUMBER: 025-240-92
LOCATION: 6796 Lake Davis Road, Portola

Permittee is hereby granted a Special Use Permit under the provisions of Plumas County Code Section 9-2.601 *et seq.* with the following conditions:

1. The encroachment onto Lake Davis Road shall be constructed to facilitate snow removal in a manner which satisfies the Road Department.
2. A septic system shall be installed to the satisfaction of the Department of Environmental Health.
3. Parking shall be installed in accordance with Plumas County Code Section 9-2.414.
4. The necessary building and grading permits shall be obtained within eighteen months of the issuance of the Special Use Permit.
5. The Special Use Permit is to be signed and returned within forty (40) days of the date of approval or the permit will be voided.

Date 1-15-99


John S. McMorrow
Zoning Administrator

I, the undersigned, understand and accept this Special Use Permit and the conditions stated above and agree to comply with them. I further understand that failure to comply with any of the conditions may result in revocation procedures of the Permit being started by the Planning Director.

Date 1-11-99


Lawrence McBride, Board Chairman (Permittee)

This Special Use Permit shall not be considered to be granted until it is signed by the permittee and owner, if applicable, and the Zoning Administrator, and a copy is filed in the Planning Department.

Original

RECORDING REQUESTED BY:
CAL-SIERRA TITLE COMPANY

Doc No: 2000-09669 Page 1 of 2
CAL-SIERRA TITLE CO.
Recording Date: 12/15/2000 Time: 10:44 AM
Plumas County, California
Judith Wells, Recorder
Fee: \$10.00

WHEN RECORDED MAIL TO:

EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT
151 DELLEKER ROAD
PORTOLA, CA. 96122

ESCROW NO. 00032682

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HERBY GIVEN THAT:

- The undersigned is owner or agent of the owner of the interest or estate stated below in the property hereinafter described.
- The FULL NAME of the owner is EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT
- The FULL ADDRESS of the owner is 151 DELLEKER ROAD, PORTOLA, CA. 96122
- The NATURE OF THE INTEREST OR ESTATE of the undersigned is: In fee _____
- The FULL NAMES and FULL ADDRESSES OF ALL PERSONS, if any, who hold such interest or estate with the undersigned as joint tenants or tenants in common, are:

NAMES	ADDRESSES
<u>NONE</u>	_____
- The names of the PREDECESSORS in interest of the undersigned, if the property was transferred subsequent to the commencement of work of improvement herein referred to are: (If no transfer made, insert "none".)

NAMES	ADDRESSES
<u>NONE</u>	_____
- A work of improvement on the property hereinafter described was COMPLETED on NOVEMBER 03, 2000
- The work of improvement completed is described as follows:
CONSTRUCTION METAL FIRE HALL
- The name of the original CONTRACTOR, if any, for such work of improvement was: (If no contractor for work of improvement as a whole, insert "none".)
OWNER/BUILDER
- The property on which said work of improvement was completed is in the City of PORTOLA
County of PLUMAS, State of California, and is described as follows:
SEE EXHIBIT "A" ATTACHED HERETO
- The street address of said property is: (If no street address has been assigned, insert "none".)
6796 DAVIS LAKE ROAD, PORTOLA, CA 96122

Date: DECEMBER 04, 2000

Signature of Owner
or Agent of Owner

Donald Bliss Chairman EPRFPD
(Signature of Owner named in Paragraph 2)

Verification for INDIVIDUAL owner

I, the undersigned, declare under penalty of perjury under the laws of the State of California that I am the owner of the aforesaid interest or estate in the property described in the above notice; that I have read said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

EPRFPD, Delleker Fire house
Date and Place

Donald Bliss Chairman EPRFPD
(Signature of owner named in paragraph 2)

Verification for NON-INDIVIDUAL owner: I, the undersigned declare under penalty of perjury under the laws of the State of California that I am the _____ of the aforesaid interest or estate in the property described in the above notice; that I have read the said notice, that I know and understand the contents thereof, and that the facts stated therein are true and correct.

Date and Place

(Signature of person signing on behalf of owner)

EXHIBIT "A"

LEGAL DESCRIPTION

ESCROW NO.: 00032682

BEING A PORTION OF LOT 1, AS SHOWN ON THE MAP OF LAKEVIEW SUBDIVISION, FILED IN THE OFFICE OF THE RECORDER OF SAID PLUMAS COUNTY IN BOOK 7 OF MAPS AT PAGE 69, AND BEING A PORTION OF SECTION 11, T.23N., R.23E., M.D.M. AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 1, SAID POINT BEING ON THE CENTERLINE OF PINEHAVEN LANE; THENCE ALONG THE NORTHERLY LINE OF SAID LOT 1, ALONG THE ARC OF A 967.23 FOOT RADIUS CURVE TO THE RIGHT, WHOSE TANGENT AT THIS POINT BEARS N81°03'46"E, THROUGH A CENTRAL ANGLE OF 01°47'41", AN ARC DISTANCE OF 30.30 FEET TO THE EASTERLY LINE OF SAID PINEHAVEN LANE, AND THE TRUE POINT OF BEGINNING FOR THE PARCEL HEREIN DESCRIBED; THENCE FROM SAID POINT OF BEGINNING, ALONG THE NORTHERLY LINE OF SAID LOT 1, ALONG THE ARC OF SAID 967.23 FOOT RADIUS CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 6°32'00", AN ARC LENGTH OF 110.29 FEET; THENCE CONTINUING ALONG SAID NORTHERLY LINE N89°23'27"E, 90.02 FEET; THENCE S00°01'39"E, 100.01 FEET; THENCE S89°23'27"W, 200.01 FEET TO THE EASTERLY LINE OF SAID PINEHAVEN LANE; THENCE ALONG SAID EASTERLY LINE, N00°01'39"W, 93.73 FEET TO THE POINT OF BEGINNING.

RECORDING REQUESTED BY:
CAL-SIERRA TITLE COMPANY

WHEN RECORDED MAIL TO:

EASTERN PLUMAS RURAL FIRE PROTECTION DIS.
P.O. BOX 178
PORTOLA, CA 96122

Doc No: 2002-00440 Page 1 of 3
PLUMAS, COUNTY OF
Recording Date: 01/11/2002 Time: 04:06 PM
Plumas County, California
Judith Wells, Recorder
Fee: \$0.00

ESCROW NO. 00032512

GRANT DEED

The undersigned grantor(s) declare(s):

A.P.N.:

County transfer tax is \$ 0.00

() computed on full value of property conveyed, or

() computed on full value less value of liens and encumbrances remaining at time of sale.

() Unincorporated area: () City of _____, and

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

**JAMES L. HOLCOMB, TRUSTEE OF THE HOLCOMB FAMILY TRUST DATED
MARCH 20, 1990, AMENDED AND RESTATED JULY 6, 2000**

hereby GRANTS to **EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, A
POLITICAL SUBDIVISION OF THE COUNTY OF PLUMAS**

the following described real property in the County of **PLUMAS**, State of California:
SEE ATTACHED EXHIBIT "A"

DATE: December 10, 2001

James L. Holcomb, Trustee
JAMES L. HOLCOMB

STATE OF CALIFORNIA)
COUNTY OF Plumas) ss.

On 12-10-01, before me M. Eschenbaum
personally appeared James L. Holcomb.



personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s), whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature M. Eschenbaum

MAIL TAX STATEMENTS AS DIRECTED ABOVE

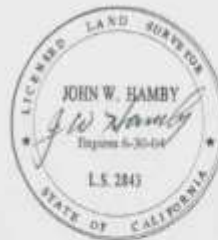
(This area for official notarial seal)

EXHIBIT "A"

All that certain real property situate the County of Plumas, State of California, described as follows:

Being a portion of Section 11, T.23 N.R.13 E., M.D.M., and more particularly described as follows:

Beginning at the Northwest corner of the "FIRE DISTRICT PARCEL" as shown on the Map filed in the Office of the Recorder of said Plumas County in Book 11 Record of Surveys at page 49; thence along the West line of said Parcel, S00°01'39" E, 93.73 feet to the Southwest corner of said Parcel; thence S 89°23'27"W, 30.00 feet to a point on the centerline of Pinehaven Lane; thence along said centerline, N00°01'39"W, 89.92 feet to a point on the South line of Lake Davis Road; thence along said South line, along the arc of a 967.23 foot radius curve to the right, whose tangent at this point bears N81°03'45"E, through a central angel of 01°47'41". An arc distance of 30.30 feet to the point of beginning.



Eastern Plumas Rural Fire Protection District

~~P.O. Box 178~~
~~Portola, CA 96122~~

ACCEPTANCE

THIS IS TO CERTIFY THAT THE INTEREST IN THE REAL PROPERTY CONVEYED BY THE GRAND DEED DATED DECEMBER 10, 2001 FROM JAMES L. HOLCOMB, TRUSTEE OF THE HOLCOMB FAMILY TRUST TO EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, TO WHICH THIS CERTIFICATE IS ATTACHED, IS HEREBY ACCEPTED BY THE UNDERSIGNED OFFICER OR AGENT ON BEHALF OF THE EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, AND THE GRANTEE CONSENTS TO RECORDATION THEREOF.

EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT

BY: *James G. Bishop*
JAMES G. BISHOP, DIRECTOR

STATE OF California
COUNTY OF Plumas

On 1-10-02 before me, Cynthia L. Stockton, Personally appeared James G. Bishop, Director personally known to me -OR- proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and Official Seal.

Cynthia L. Stockton



**Iron Horse Station #3 –
Grant Deed Easement from Iron Horse Ranch Homeowners Association**

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

Eastern Plumas Rural Fire Protection District
151 Delleker Road
Portola, Ca. 96122

Doc No: **2002-02677** Page 1 of 4
PLUMAS, COUNTY OF
Recording Date: 03/20/2002 Time: 04:16 PM

Plumas County, California
Judith Wells, Recorder
Fee: \$0.00

MAIL TAX STATEMENTS TO:

same as above

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Documentary Transfer Tax: None

[signature of declarant determining tax]


GRANT DEED

For no consideration, IRON HORSE RANCH HOMEOWNERS ASSOCIATION, a California non-profit corporation, grants, transfers, and conveys to EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT, a special district of the State of California, all of that certain real property located in the unincorporated area of the County of Plumas, State of California, more particularly described as follows:

SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED
HEREIN FOR DESCRIPTION AND CONDITIONS OF TRANSFER.

APN: 126-043-13

Executed as of 03-20-02 2002.


Iron Horse Ranch Homeowners Association
By: **STEVEN H. SILER**
PRESIDENT

**Exhibit E, – Financial Plan and Proposed Beckwourth Peak Fire
Protection District Budget Post Annexation
1 July 2024 – 30 June 2025**

Financial Plan

As a newly formed district, BPFDP has not yet established a projected financial run rate. The Annexation of EPRFPD will be effective January 1, 2025. Using the preliminary 2024/25 BPFDP budget, estimates were made to include EPRFPD for the period of 1 January 2025 through June 30, 2025. Initial estimates indicate the two EPRFPD sources of revenue will be sufficient to provide services to the district while conserving funds for needed station repair and vehicle upgrades. Since BPFDP is currently covering 98% of all calls within the EPRFPD boundaries, it is not anticipated that additional staffing or wage expenses will be initially necessary.

There are no plans in place to finance services. It is anticipated that all services post annexation will be administered through identified revenue sources.

Upon Annexation, BPFDP will acquire a one-time cash transfer of approximately \$100,000 from EPRFPD.

Plumas County Tax Exchange Agreement

To support operations necessary to provide services throughout the current EPRFPD service boundaries, an approved Tax Exchange Agreement with the County of Plumas will be necessary. BPFDP will work with the county to receive a portion of property taxes that are already being collected. If negotiations are successful, the property tax exchange agreement would be approved by the County Board of Supervisors and could initially generate approximately \$55,000.00 per year. This would increase each year thereafter based on the growth in property value. This tax exchange agreement represents a transfer of monies currently paid by the County to the existing agency. Therefore, there will be no loss of revenue by the County and no additional cost to property owners.

2023 Beckwourth Peak Fire Protection District Special Tax

Owners of developed and undeveloped parcels within the boundaries of EPRFPD will be assessed the 2023 BPFDP voter approved annual Special Tax at the parcel level as is currently administered by BPFDP. The application of the BPFDP Special Tax across all parcels within the territory of EPRFPD is expected to generate \$112,000.00 in revenue for BPFDP. The application of this tax is not subject to a ballot measure for voters within the EPRFPD.

The first Plumas County filing of the Special Tax for EPRFPD property owners requesting the County to collect the tax will occur on August 10, 2025. EPRFPD property owners will see the first billing on their November 2025 property tax bill.

BPFPD Proposed Budget Post Annexation – 1 July 2024 – 30 June 2025

BECKWOURTH PEAK FIRE PROTECTION DISTRICT - PROPOSED BUDGET

EXPENSES			REVENUE	
Operating Expenses			Denotes Estimate*	
Personnel			BPPFD Cash on Hand	\$743,728
Wages	\$281,870		BPPFD Secured Property Tax	\$405,000*
Compensation	\$25,744		EPRFPD - Secured Property Tax	\$55,000*
Other	\$14,900		EPRFPD - Cash on Hand	\$100,000*
Operating Expense Total	\$322,514		BPPFD Special Assessment	\$10,000
			BPPFD USFS Grizzly Station Rent	\$6,200
			Revenue Total	\$1,319,928
Services and Supplies				
Legal	\$45,000			
Tools/Equip.	\$5,000			
Snow Removal	\$12,000			
Misc.				
Professional Services	\$45,000		TOTAL REVENUE FOR PERIOD	\$1,319,928
Audit Services			TOTAL EXPENSES FOR PERIOD	\$739,564
IT Services			BALANCE	\$580,364
Insurance	\$130,000			
Liability				
Property				
Vehicle				
Fire Prevention	\$2,000			
Communication Svcs.	\$15,000			
Office Exp.	\$7,000			
Medical Supplies	\$6,000			
Meeting/Meals	\$3,000			
Household Expenses	\$2,500			
Memberships/Pubs.	\$2,850			
Services and Supplies Total	\$275,350			
Administration				
Debt Service/Lease Purchase	\$1,200			
Reconciliation				
Tax Administration	\$5,000			
Property Tax	\$3,000			
Utilities				
Electric				
Water				
Propane				
Utilities Total	\$48,500			
Administration Total	\$57,700			
Building/Equipment				
Maintenance				
Buildings	\$12,000			
Equipment	\$10,500			
Grounds	\$7,500			
Vehicles				
Maintenance	\$22,000			
Fuel	\$32,000			
Upgrades				
Building/Equipment Total	\$84,000			
Total Expenses	\$739,564			

Exhibit F, 2023 Beckwourth Peak Fire Protection District Special Tax

SPECIAL TAX

The annual special tax is based on land use types provided by the Assessor's Office. The following table shows the division of land use types along with base rates and maximum rates. Although these taxes are collected by the County, they do not go to the state like property taxes; they will be deposited in a fund for the sole use of the BPPFD. (Nominal processing and administration fees are charged by the County).

Then following shows the listing of Assessor's Use Codes and the applicable Rate ID that has been established and that will be used as a guide for preparing the BPPFD direct charge levies to the Plumas County Auditor-Controller for inclusion on the current year tax roll.

Use Type	Tax Rate ID	Base Rate	% of A	SF Included	Acre Incl	Units Incl	\$ add per sqft	\$ add AC	\$ Add Unit	Max Rate
Residential Improved	A	\$110.00		1800			\$0.02			\$200.00
Unimproved Land	B	\$55.00	50%		2			\$1.00		\$75.00
Ag & Timber Multi	C	\$55.00	50%		80			\$0.05		\$75.00
Residential Improved	D	\$82.50	75%			1			\$82.50	\$3,500.00
Commercial Improved	E	\$165.00	150%	2700			\$0.06			\$1,500.00
Industrial Improved	F	\$192.50	175%	3150			\$0.07			\$1,500.00
Religious	G	\$137.50	125%	2250			\$0.05			\$250.00
Recreational Non-Taxable/Exempt	H	\$220.00	200%	2700			\$0.08			\$3,500.00
	X	\$0								

SPECIAL TAX – ASSESSORS USE TAX CODES

A. Residential Improved – All residential single-family homes and ancillary residential uses will be allocated a base rate of \$110.00 for structures 1,800 square feet or less, with additional \$0.02 cents per square foot charged thereafter, with a maximum not to exceed \$200.00 per parcel.

B. Unimproved Land – All vacant/unimproved land will be allocated a base rate of \$55.00 for the first 2 acres, with \$1.00 charged for each acre thereafter, with a maximum not to exceed \$75.00 per parcel.

C. Ag & Timber – All agriculture and timber land will be allocated a base rate of \$55.00 for the first 80 acres, with \$0.05 cents charged for each acre thereafter, with a maximum not to exceed \$75.00 per parcel.

D. Multi Residential Improved – All multi-family, mobile home, manufactured homes, duplexes, condos, and ancillary residential uses will be allocated a base rate of \$82.50 per unit, with each additional unit charged \$82.50 thereafter, with a maximum not to exceed \$3,500.00 per parcel.

E. Commercial Improved – All commercial buildings will be allocated a base rate of \$165.00 for buildings 2,700 square feet or less, with additional \$0.06 cents per square foot charged thereafter, with a maximum not to exceed \$1,500.00 per parcel.

F. Industrial Improved - All industrial buildings will be allocated a base rate of \$192.50 for buildings 3,150 square feet or less, with an additional \$0.07 cents per square foot charged thereafter, with a maximum not to exceed \$1,500.00 per parcel.

G. Religious - All improved religious land will be allocated a base rate of \$137.50 for buildings 2,250 square feet or less, with additional \$0.05 cents per square foot charged thereafter, with a maximum not to exceed \$250.00 per parcel.

H. Recreational – All Recreational land will be allocated a base rate of \$220.00 for buildings 2,700 square feet or less, with additional \$0.08 cents per square foot charged thereafter, with a maximum not to exceed \$3,500.00 per parcel.

I. Non-Taxable/Exempt – Exempt parcels include public owned parcels (United States of America and State of California, other local governmental agencies) and non-taxable parcels as determined by various statutes including, but not limited to, Disabled Veterans, Welfare Exemptions, Cemetery Exemptions, and Low Value Exemptions, will not have the special tax imposed.

Conclusion:

The Beckwourth Peak FPD will build and sustain adequate community fire and rescue services for the Eastern Plumas Rural FPD area and the entire region that is equitably supported in the communities served. By annexing Eastern Plumas Rural FPD, increased funding will provide consistent levels of service throughout the communities served and will ensure consistency in fire fighter training, personal protective equipment, emergency medical and firefighting equipment, and apparatus equipment, as well as to improve response times and operational efficiencies. This will be accomplished through volunteer recruitment and retention programs and providing enhanced daytime fire station coverage during business hours.

The overall objective is to include Eastern Plumas Rural Fire Protection District residents with a cost effective, well trained, and professional volunteer fire agency for years to come through the implementation of modern and efficient programs while providing opportunities to our fire fighter volunteers.

District Dissolution:

The Eastern Plumas Rural Fire Protection District will be dissolved. All assets belonging to Eastern Plumas Rural FPD will be transferred to Beckwourth Peak FPD and as such, the Beckwourth Peak FPD will be the successor for the dissolved district in accordance with §57451(d) of the CKH Act. Upon dissolution, all existing special taxes and assessments administered by Eastern Plumas Rural FPD used to fund community fire protection and rescue services will terminate and the 2023 Beckwourth Peak Fire Protection District Special Tax will be levied across all parcels within the Eastern Plumas Rural Fire Protection territory.

Should Beckwourth Peak FPD be unsuccessful in negotiating a tax exchange agreement with Plumas County or, either agency otherwise fail to meet the conditions of approval for annexation, then the Eastern Plumas Rural FPD will not be dissolved. They will retain their assets and powers to provide fire and emergency response services. Additionally, any special taxes and assessments for the Eastern Plumas Fire Protection District will continue to be levied.

Sources

Plumas LAFCo –Eastern Plumas Fire Municipal Service Review/Adopted October 17, 2022

Beckwourth Peak Fire Protection District Formation Feasibility Study and Plan for Services/Adopted October 2022.

PAGE NOT IN USE

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

Meeting Date: June 5, 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.

April 15, 2024 – Rep from Annexation Committee and President of EPRFPD board visited with county department heads to ensure there is knowledge of the potential annexation and to gain their input on next steps and tasks to complete.

May 2 2024 – A complete inventory of all Eastern Pluma Rural FPD stations and equipment was conducted by Beckwourth FPD.

EXECUTIVE SUMMARY:

The draft resolution for Annexation is complete. On May 28th Jennifer Stevenson of Plumas LAFCo provided edits and comments which have been accepted. The resolution has now been sent to Legal Counsel for review, edits and comments.

The Annexation Committee now presents the draft resolution to the board for a first reading where comments and edits can be submitted to the committee. Minor edits received from Staff and the Board to the Terms and Conditions section of the Resolution are included.

1) Annexation Task List

Task	Owner	Status
Develop Reso for both boards	Beckwourth Peak	Draft complete
Request LAFCo fee reduction	Eastern Plumas	Feb. 12 - Approved by LAFCo
Develop Plan for Services	Beckwourth Peak	Drafted
Mapping & legal desc.	Beckwourth Peak	Complete
Compile Application Documents	Both	By June 6
Public Hearing to Approve-21 day notice	Eastern Plumas	About July 8th
Public Hearing To Approve– 21 day notice	Beckwouth Peak	About July 10th
Submit Package to LAFCo	Eastern Plumas	About July 15
LAFCo to amend BPFPD SOI	LAFCo	August 12 meeting

Negotiate Tax Sharing w/County	Beckwourth Peak	Aug/Sept
Considered at LAFCo Hearing	LAFCo	TBD
Considered by board of Sups.	County/BoS	TBD
File with BOE	LAFCo	11/1/24
Annexation Complete		December 31, 2024

RECOMMENDATIONS:

June 5, 2024 – Annexation Committee presents the draft resolution for board review and recommends board action to support the annexation.

June 5, 2024 – Authorize the Board Clerk to set a Public Hearing date approximately on July 15th and develop legal notices for publication.

FISCAL IMPACT:

There is no immediate financial impact to Beckwourth Peak FPD.

Long term, a thorough financial review of the annexation fiscal impacts to BPPFD needs to be done and understood as it relates to post annexation.

PROPOSED ACCOUNT STRUCTURE

Beckwourth Peak Fire Protection District
Final Proposed Budget Fiscal Year 24/25

40000 - REVENUE	24/25	
40100 - Secured Property Taxes (ST)		
40110 - Beckwourth ST	\$610,400	
40120 - Sierra Valley ST	\$156,186	
40130 - Gold Mountain ST	\$75,000	
40140 - Portola ST (TRA annual transfer)	\$28,000	
40130 - Other ST (Approved Special Parcel Tax)	\$0	
40100 Total	\$869,586	
40200 - Secured Parcel Tax	\$131,200	
40300 - Other Tax Revenue		
40310 - Timber Yield Tax	\$15	
40320 - Supplemental Taxes		
40330 - Special Assess Hallelujah Junc.	\$12,000	
40300 Other Tax Total	\$143,215	
40400 - Other Income		
40410 - FS Grizzly Rent	\$6,200	
40420 - Fire Contract Income (EPHC)	\$0	
40430 - State Homeowners		
40440 - Grant Income Cal Fire grant	\$20,000	
40441 - FEMA		
40442 - CalOES		
40440 Total		
40450 - Donations		
40460 - MVA Fire Recovery		
40470 - Misc. Income	\$17,950	Portola PG&E rebate
40400 Other Income Total	\$44,150	
40500 - Strike Team Reimbursements		
40000 Revenue Total	\$1,236,951	
50000 - OPERATING EXPENSES		
51000 - Personnel		
51100 - Wages		
5110 - Fire Chief	\$115,500	
5120 Assistant Fire Chief	\$15,000	
5130 Battalion Chiefs	\$12,000	
5140 Administrative Officer	\$49,920	
5150 Shift Personnel	\$169,104	
5160 Duty Officer East	\$55,845	
5170 Overnight on Call East	\$43,800	
5180 Paid Call	\$30,600	
5100 Wages Total	\$491,769	

PROPOSED ACCOUNT STRUCTURE

51200 - Compensation Expense		
51210 - Payroll Taxes	\$55,782	
51210 - Unemployment Insurance	\$6,198	
51230 - Payroll Expenses (Bank fees)		
51240 - Employee Insurance		
51250 - Holiday/Vacation Pay		
51200 Compensation Other Total	\$61,980	
51300 - Other Employee Expense		
51310 - Employee Training Expense	\$5,000	
51320 - Employee Travel - In County	\$400	
51330 - Employee Travel - Out County		
51340 - Physicals/Medical	\$500	
51340 - Clothing Personal	\$8,000	
51350 - Clothing Wildland	\$1,000	
51360 - Personnel Equipment/Shelters		
51300 Other Employee Expense Total	\$14,900	
51000 Personnel Total		
52000 Services and Supplies		
52100 - Legal Services	\$30,000	
52124 - Tools & Equipment	\$2,500	
52140 - Snow removal	\$8,000	
52170 - Misc.	\$11,200	Includes E&F Election
52190 - Professional Services	\$40,000	
52200 - Audit Services		
52300 - IT Services		
52400 - Professional Services Other		
52500 - Insurance		
52510 - Liability		
52520 - Property		
52530 - Vehicle		
52500 Insurance Total	\$78,000	
52574 - Fire Prevention	\$1,000	
52600 - Communications Services	\$13,450	
52700 - Office Expense	\$5,400	
52710 - Medical Supplies	\$3,000	
52745 - Meetings and Meals	\$2,000	
52800 - Memberships/Publications	\$2,850	
52900 - Household Expense	\$2,000	
52000 Services and Supplies Total	\$199,400	
53000 Administration		
53100 - Debt Service (Lease Purchase)	\$1,200	
53200 - Reconciliation		

PROPOSED ACCOUNT STRUCTURE

53300 - Tax Administration	\$2,300	
53400 - Property Tax	\$2,000	
53500 - Utilities		
53510 - Electrical		
53420 - Water		
53530 - Propane		
53500 Utilities Total	\$40,000	
53000 Administration Total	\$45,500	
54000 Building/Equipment		
54100 - Maintenance		
54110 - Building	\$7,500	
54120 - Equipment	\$8,800	
54130 - Grounds	\$6,000	
54100 Maintenance Total	\$22,300	
54200 - Vehicle		
54210 - Vehicle Maintenance	\$17,000	
54220 - Vehicle Fuel	\$25,000	
54230 - Upgrades		
54200 Vehicle Total	\$42,000	
54000 Building/Equipment Total	\$64,300	
55000 Strike Teams		
Total Expenses 24 / 25 Budget	\$877,849	Revenue Totals
		\$1,236,951
Reserves		
Operational Reserve	\$100,000	
Strike team Reserve	\$100,000	
Capital Reserve	\$50,000	
Ending Balance	\$109,102	Carry over

PROPOSED ACCOUNT STRUCTURE

PROPOSED ACCOUNT STRUCTURE

PROPOSED ACCOUNT STRUCTURE

Balance

\$359,102