



Beckwourth Peak Fire Protection District
AGENDA

Regular Meeting
August 07, 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 meeting minutes from the meetings held on July 3rd. and July 17th

4. Parcel Tax Certification

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

The Board will review and approve the tax certification and supporting documents due to the county in order to collect parcel taxes.

- A. Resolution 2024.08 Requesting Collection of Charges on the Plumas County Tax Roll
- B. Secured Tax Document and Submittal review: Secured Direct Charge Tax-roll info sheet, Secured Direct Charge Service Agreement, Secured Tax Certification
- C. Unsecured Tax Document and Submittal review: Unsecured Direct Charge Tax Roll info sheet, Unsecured Direct charge service agreement, Unsecured Tax Certification.

5. Eastern Rural FPD Annexation Update

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

Director Curtis to provide an up date on progress and status of the Annexation of Eastern Plumas Rural FPD.

- A. Consolidation/ Transition Schedule

6. Forest Service Contract

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

Board to determine stance on the rental contract with the US Forest Service for the use of Grizzly Station, which is behind rent by 18 months.

7. Adoption of Lexipol Policy Manual.

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

Board to adopt the Beckwourth Fire District policy manual, which is entirely through Lexipol.

- A. Admin Committee Policy Review Agenda Brief

8. Additional Pay Rate Category

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

Chief Rosevear to present an addition of the position of Fire Mechanic to enable the district to compensate the staff whom are responsible for the maintenance and repair of district apparatus.

9. Proposed New Station Numeric Index

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

Board to review and approve the new index of stations, with apparatus assigned.

10. Final Audit for Beckwourth Fire District

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

Board to review and approve the final audit for Beckwourth Fire and review and possibly approve future audit services for Beckwourth Peak.

11. Board Member Reimbursements

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

Board to review and approve the reimbursement of travel and training expenses incurred by board

members and add a line item in the budget for "Board Member Training and Travel"

12. Purchase of Utility Truck

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

Board to review and approve the purchase of a new utility vehicle.

13. July Financial Reports

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

Accounts have not yet been reconciled for July at the time of production of these reports.

14. Board/ Staff Communications/ Training Attended

Discussion Possible Action  [Comment](#)

Board and staff report out on relevant communications or special training.

15. Future Agenda Items

Discussion  [Comment](#)

Items requested to be included on the next meetings agenda for discussion or possible action.

16. Next Meeting

Discussion  [Comment](#)

The next regularly scheduled meeting of the Board of Directors will be held on September 4th, 2024

17. Adjournment

Meeting Adjourned.



Beckwourth Peak Fire Protection District
Minutes
Regular Meeting
July 03, 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.

Following Roll Call a Moment of Silence was held in Honor Of Scott Thompson.

A. Roll Call

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

Staff Present: Chief Rosevear, Chief Osburn, Chief Cameron, Captain Villa, FF Thatcher, FF Harris, FF Lackenbauer, Safety Officer Meyers, Admin Officer Grant

B. Pledge of Allegiance

Led by President Richard McLaughlin

2. Public Comments

Bruce Lackenbauer congratulated the Board on officially taking over the district. He also thanked Chief Osburn and Admin Officer Grant for all their hard work in helping this to occur easily.

3. Public Hearing on Annexation of Eastern Plumas Rural Fire Protection District

Following the public hearing discussion, a motion was made to adopt Resolution 2024.05 Annexation of Eastern Plumas Rural FPD. There was very little public involvement in this hearing. Bruce Lackenbauer inquired on the amount of financial burden this annexation would put on Beckwourth Peak FPD, it was stated that EPRFPD annexation would likely be more of a benefit than a burden financially. A plan was set out in the Annexation Resolution and Terms.

Vice-President Daniel Smith 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**

4. Consent Agenda

A. Approval of minutes from the Board Meeting held 6/5/2024.

B. Approval of District Financials for June 2024

The motion was made to accept the items included in the consent agenda.

Director Melissa Klundby 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**

5. New Fire Chief Introduction

A. Chief Jack Rosevear Introduction

Chief Rosevear introduced himself and stated the following:

He expressed his appreciation at the opportunity to be a part of the historic accomplishment and creation of the New District. He also thanked all staff that has been involved in helping him through his transition to the area, and is very grateful to be here.

Chief Rosevear has 35 years of service in Fire Protection

B. Oath of Office

Chief Rosevear recited the Oath of Office.

C. Badge Pinning

Administrative Officer and Board Clerk Grant performed the the badge pinning for Chief Rosevear.

6. Asset Transfer Agreement from City of Portola

The Portola City Manager was out of town at the time of this meeting, but the agreement was reviewed and will be signed when she returns.

7. Letter Requesting the Waiver of the Individual Application Process for Current BFD and SV Fire Staff Members

All members of the Board were in favor of waiving the requirement for current BFD and SV Fire staff to have to apply to their positions in the new district. They have all been offered the ability to keep positions that they currently hold.

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

The motion passed with the following vote:

 5 **In Favor** 0 **Opposed**
 0 **Abstained** 0 **Absent** 0 **Recused**

8. Conflict of Interest Code

A. Staff Report Concerning Conflict of Interest Code Adoption

President McLaughlin offered explanation to this complex code, he stated that all documents

were reviewed by and returned to us from our legal team.

B. Notice of Intention

No Action

C. Resolution #2024.06 to Adopt Conflict of Interest Code with Code Attached

Resolution 2024.06 was adopted, Adopting the Conflict of Interest Code for Beckwourth Peak FPD.

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**

9. Policy Review

A. Policy 2130: Investment of District Funds

The Finance Committee recommends the use of CLASS for district investment management, they are highly recommended by CSDA and offer a better return on investments than other options.

Director Melissa Klundby motioned to approve. A second was made by Vice-President Daniel Smith.

The roll call vote:

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

B. Policy 2150: Reserve Policy

The Reserve policy was adopted with the knowledge that actual reserve amounts will not be inputted until all of the budget numbers are more certain.

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

The roll call vote:

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

C. Policy 1145: Work Period

Motion was made to adopt the "Work Week" policy after rebranding it and adding missing info from the salary survey.

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

The roll call vote:

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

D. Policy 4235 Types of Board Meetings

Vice-President Daniel Smith 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**

E. Policy 4240: Board Member Meeting Attendance

Vice-President Daniel Smith 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**

10. **Committee Progress Update**

A. Finance Committee:

~Brief Budget Update

~Tax Waiver Update

Vice-President Smith stated that the cost of insurance will likely increase as we implement the new staffing model as our insurance rates rely on our budget and the number of paid employees. He also commended Corey Brumley at the County Office as being the very best customer service rep our County has on staff.

We have received a total of 9 waiver requests for the tax exemption. He feels as though there may be many more that have not yet turned in a waiver.

There will need to be some sort of acceptance or denial of waiver that we send out to those who applied for the exemption.

We also should make a form to send to those whom were approved as exempt, stating no changes were made concerning their exempt parcels, to make it easier next year.

B. Operations Committee:

~ DMV title transfers

~ update on organization & numbering schemes

~Utilities Transfer

~Admin Officer Grant reported that all but 4 of the apparatus title changes were completed, we should receive new titles soon,

~The new numbering system has been approved by the county and the sheriffs dispatch office.

~The utilities transfer is still in process.

C. Admin Committee

~Email Update

It was reported that we finally have an email set up for the new districts Board, Chief, and Administrators.

11. **Board/ Staff Communications**

~Scott Thompsons service will be held on July 20, 2024 at the Sierra Valley Grange in Vinton.

~Chief Osburn described contact he had with the Forest Service on the lease of the Grizzly Station. FS is at this point 18 months behind on their rent. He stated that the local FS director explained that the FS would not be issuing any payments unless Beckwourth signed the Annual Operating Plan, which is a completely unrelated issue.

12. **Future Agenda Items**

~C Road possible contract for service

~Social Media/ Public Relations Officer

~Tax Certification

13. **Next Board Meeting**

Special Meeting for the Unsecured Tax Certification to be held July 24th @ 5:00 pm

Next regular meeting schedule for August 7, 2024

14. **Adjournment**

Adjourned at 7:35 pm



Beckwourth Peak Fire Protection District
Minutes
Special Meeting
July 17, 2024 04:00 PM
180 Main St, Beckwourth, CA 96129

1. Call to Order

The meeting was called to order at 4:02 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 Larry Smith

Absent: Director Melissa Klundby

Staff Present: Chief Rosevear, Admin Officer Grant, Captain Lackenbauer, Safety Officer Meyers, Captain Villa

2. Public Comments

No public comments.

3. Policy 1145 Compensation, Overtime, Work Period Director Cary Curtis motioned to approve. A second was made by Vice-President Daniel Smith.

The roll call vote:

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

4. Adoption of Resolution 2024.07 IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY STATION AND ASSIGNED TO AN EMERGENCY INCIDENT President Richard McLaughlin 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 Larry Smith Absent Director Melissa Klundby

5. Changes to Plumas Bank Signature Card

There was a motion made to make the following changes on the Beckwourth Peak Account, Plumas Bank Signature Card.

Remove Kenny Osburn

Add Jack Rosevear

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

The roll call vote:

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

6. Future Agenda Items

7. Next Meeting

The Next meeting is scheduled for August 7, 2024

8. Adjournment

Adjourned at 4:35pm

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

Date: 8-7-24

Originator: Daniel Smith Vice President

Purpose: County required certification to collect special tax for the district

Desired Action by the Board: Approve the secured and unsecured tax collections for 24-25.

Supporting Documents Included: Yes

1. **Description:** This is the annual certification to the County that they require to add our tax assessments to the property tax bills sent out by the County. The certification details the amount to each account to be collected. The tax-exempt summary details the accounts that have qualified for the tax exemptions as approved by the BPPFD ordinance 2024-01 for Low income and Contiguous parcels are deducted from the submittal. The certification details the total amount to be collected including the County admin fee. The XL spreadsheet is transmitted to the county, and they upload that into their billing system.
2. **Reason for Recommended Board Action –** If the certification is not submitted to the County prior to August 8, 2024, the district would have to bill each customer for the taxes, and it would not appear on the property tax bill.
3. **Anticipated Impacts to the District. -** These are the funds the district will use to operate for the fiscal year 24-25. Not submitting this on time would cause significant delays and additional costs to the district. PlanWest Partners will submit a bill for the additional work to update the special tax excel plan originally completed in 2022 as part of the new district formation. The funds are available in the money the City of Portola turned over to the district at the completion of the contract work.
4. **Impacts to the Customer:** This allows the customer to pay the fee along with their property taxes.
5. **Recommendation (s):** None

APN	Acres	Assesse name	Structure Sq/ft	SP Tax Exempt Approved	SP Tax Exempt not approved	Exempt	Reason
140027007	0.48	Joe Laurie	1938	\$112.76		Yes	Low income
140050032	2	Gary Parque	1587	\$100.00		Yes	Low income
025080014	320	Coral Smith/Diamond S	1884 2 houses		\$165.00	No	Residential
025220029	418	Coral Smith/Diamond S	0	\$75.00		Yes	Cont parcel
025450008	302	Coral Smith/Diamond S	0	\$75.00		Yes	Cont parcel
025450032	156	Coral Smith/Diamond S	0	\$75.00		Yes	Cont parcel
912 Abandon							
025450024	92	Coral Smith/Rothe Trust	Cabin		\$55.58	No	Anchor Parcel
025450003	90	Carol Smith/ Trust	0	\$75.00		Yes	Cont parcel
010090008	400	Roen Erik Trustee	0	\$71.00		Yes	Cont parcel
010090035	360	Roen Erik Trustee	0	\$69.00		Yes	Cont parcel
010090049	680	Roen Erik Trustee	0	\$75.00		Yes	Cont parcel
025230009	515	Roen Erik Trustee	0		\$75.00	No	Anchor Parcel
025230024	320	Roen Erik Trustee	0	\$67.00		Yes	Cont parcel
025230025	320	Roen Erik Trustee	0	\$67.00		Yes	Cont parcel
025230027	119	Roen Erik Trustee	0	\$57.00		Yes	Cont parcel
025230028	319	Roen Erik Trustee	0	\$67.00		Yes	Cont parcel
025230029	160	Roen Erik Trustee	0	\$59.00		Yes	Cont parcel
025410010	40	Roen Erik Trustee	0	\$55.00		Yes	Cont parcel
025410011	114	Roen Erik Trustee	0	\$57.00		Yes	Cont parcel
025420002	479	Roen Erik Trustee	0	\$75.00		Yes	Cont parcel
025420009	300	Roen Erik Trustee	0	\$67.00		Yes	Cont parcel
025410006	218	Roen Erik Trustee	0	\$62.00		Yes	Cont parcel
025410008	520	Roen Erik Trustee	0		\$75.00	No	Anchor Parcel
010060085	80	Frei Milton	2629		\$126.58	No	Residential
010060086	82	Frei Milton	0	\$55.11		Yes	Cont parcel
010060087	85	Frei Milton	0	\$75.00		Yes	Cont parcel
010010015	120	GGR Properties	0		\$57.00	No	Not Cont
010010016	120	GGR Properties	0	\$57.00		Yes	Cont parcel
010010050	280	GGR Properties	0	\$65.00		Yes	Cont parcel
010010079	1276	GGR Properties	0	\$75.00		Yes	Cont parcel

Corrected sq/ft for house
and garage only

010050151	1468	GGR Properties	0	\$75.00		Yes	Cont parcel	
010050052	40	GGR Properties	0	\$55.00		Yes	Cont parcel	
010060001	240	GGR Properties	0	\$63.00		Yes	Cont parcel	
010310001	12	GGR Properties	3420		\$142.40	No	Residential	
* Jiansheng Huang not listed in 7-1-24 APN update, in 7/22 APN under Pitchfork Cattle Co.								
010060081	80	Jiansheng Huang *	0	\$55.00		Yes	Cont parcel	
010060107	520	Jiansheng Huang *	0	\$75.00		Yes	Cont parcel	
010200007	40	Jiansheng Huang *	0	\$55.00		Yes	Cont parcel	
010060089	819	Jiansheng Huang *	2614		\$126.28	No	Residential	
010070042	1000	Roberti Ranch	0	\$75.00		Yes	Cont parcel	
010070044	800	Roberti Ranch	0	\$75.00		Yes	Cont parcel	
010070045	1360	Roberti Ranch	3 Homes on Parcel		\$247.50	No	Multi Residential	Multi Residential \$82.50 per home = \$247.50 annually
010070046	160	Roberti Ranch	2 Homes on Parcel		\$165.00	No	Multi Residential	Multi Residential \$82.50 per home = \$165.00
010070047	160	Roberti Ranch	0	\$59.00		Yes	Cont parcel	
010070050	1747	Roberti Ranch	one Mobil Home		\$110.00	No	Residential	
010070051	80	Roberti Ranch	1800 Sq/ft		\$110.00	No	Residential	
010050045	80	Roberti Ranch	0	\$55.00		Yes	Cont parcel	
010090002	360	Roberti Ranch	0	\$69.00		Yes	Cont parcel	
010070006	160	Roberti Ranch	0	\$59.00		Yes	Cont parcel	
010090009	640	Ramelli	2200		\$118.00	No	Residential	
010090010	320	Ramelli	0	\$67.00		Yes	Cont parcel	
Totals	50 Parcels				\$2,524.87			\$1,573.34

Approval Summary: 2 Low Income, 35 Contiguous Parcels
 Denied Summary: 1 not Contiguous, 3 Anchor Parcel, 9 Residential,



BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

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

August 8, 2024

To: Residents that applied for a tax exemption on their 24-25 property tax bill.

Thank you for submitting your application promptly so it could be reviewed by the district and submitted to the County for inclusion with the 24-25 property taxes. Attached to this letter is a summary of the parcels you submitted with the final determination of approval. This attached summary is provided to you so that you can use it annually to apply for the tax exemption no later than March 1st. Tax exemptions are not automatic because the status of a parcel may change. If a parcel is sold or a parcel is purchased by you, you can simply add or subtract it from the list. Additionally, the exemption may be affected if a parcel is developed. The development (or change in status) of a parcel will need to be listed for the next tax period.

If you are a low-income exemption, you must also provide an updated current summary of your income from your tax return for that year. Finally, once that is done you must sign your request and return it to the District no later than March 1st. To Beckwourth Peak Fire Protection District, 180 Main Street, Beckwourth CA. before the deadline each year.

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

Thank you,

Beckwourth Peak Fire Protection District

Administration

Attachment: 24-25 Determination of Approval Review



BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

Phone: Station 1 (530) 832-1008
Fax: (530) 832-5828
ChiefRosevear@BeckPeakFPD.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

Fire Chief
Jack Rosevear

Admin. Officer
Heather Grant

RESOLUTION 2024.08 OF THE BECKWOURTH PEAK FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REQUESTING COLLECTION OF CHARGES ON TAX ROLL

Whereas the Beckwourth Peak Fire Protection District (name of public entity) (hereinafter "District/City") requests the County of Plumas collect on the County tax rolls certain charges which have been imposed pursuant to section 29304 and 51800 of The Government Code by the District/City, attached hereto, and

Whereas, the County has required as a condition of the collection of said charges that the District/City warrant the legality of said charges and defend and indemnify the County from any challenge to the legality thereof,

Now, Therefore, Be It Hereby Resolved by the Board/Council of District/City that:

1. The Auditor-Controller of Plumas County is requested to attach for collection on the County tax rolls those taxes, assessments, fees and/or charges, attached hereto.
2. The District/City warrants and represents that the taxes, assessments, fees and/or charges imposed by the District/City and being requested to be collected by Plumas County comply with all requirements of state law, including but not limited to Articles XIII C and XIII D of the California Constitution (Proposition 218).
3. The District/City releases and discharges County, and its officers, agents and employees from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any taxes, assessments, fees and/or charges on behalf of District/City.
4. The District/City agrees to and shall defend, indemnify and hold harmless the County, its officers, agents and employees (the "Indemnified Parties") from any and all claims, demands, liabilities, costs and expenses, damages, causes of action, and judgments, in any manner arising out of the collection by County of any of District's/City's of said taxes, assessments, fees and/or charges requested to be collected by County for District/City, or in any manner arising out of District's/City's establishment and imposition of said taxes, assessments, fees and/or charges. District/City agrees that, in the event a judgment is entered in a court of law against any of the Indemnified Parties as a result of the collection of one of District's/City's taxes, assessments, fees and/or charges, the

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96129

County may offset the amount of the judgment from any other monies collected by County on behalf of District/City, including property taxes.

5. The District/City agrees that its officers, agents and employees will cooperate with the County in answering questions referred to District/City by County from any person concerning the District's/City's taxes, assessments, fees and/or charges, and that District/City will not refer such persons to County officers and employees for response.

6. The District/City agrees to pay such reasonable and ordinary charges as the County may prescribe to recoup its costs in placing on the tax rolls and collecting the taxes, assessments, fees and charges, as provided by Government Code sections 29304 and 51800.

GC 29304.

Whenever any special assessment or special assessment taxes are levied upon land or real property by any city, county, district or other public corporation, officer, or body, and the same are to be collected by the county or any county officer, whether acting as a county officer or as an ex officio officer of the city, district, public corporation, officer, or body, there shall be added to the amount of the special assessment or special assessment tax an amount fixed by agreement between the county and city, district, public corporation, officer, or body for each special assessment or special assessment tax to be collected. An equal part of such charge shall be collected with each installment of such special assessment or special assessment tax and shall be deducted by the county officer collecting the tax and by him be paid into the general fund of the county.

(Added by Stats. 1957, Ch. 1359.)

PASSED AND ADOPTED by the District/City this 24th day of July, 2024,
by the following vote on roll call:

AYES Board members / Councilmembers:

NOES Board members / Councilmembers:

ABSENT Board members / Councilmembers:

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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

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ChiefRosevear@BeckPeakFPD.com
180 Main St. Beckwourth, CA
96129

Chairperson/Mayor

ATTEST:

District/City Clerk

"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."

**Plumas County Property Tax
2024-25 Direct Charge/Special Assessment
Taxroll Information Sheet**

Please complete this form and submit it with an electronic file before August 10 to place on pending tax roll.

Agency Name: Beckwourth Peak Fire Protection District

Agency Address: 180 Main St Beckwourth, CA 96129

Direct Charge File Name: Beckwourth Peak FPD Secured 7.24.24

File Description Secured Parcels List

Tax Code No. 50330 Resolution No (If applicable) 2024.08

Parcel Count 3968 Total Dollar Amount 414148.95
(# of records) (Required: Each record must be divisible by 2)

Type of Direct Charge and Proposition 218 Compliance (Check type and check method of compliance)

- () Assessment for Special Benefit:
 - () Approved by weighted majority of ballots returned
 - () Exempt by Proposition 218
- (x) Special Tax: Approved by electorate vote
- () Fee/Charge:
 - () Approved by majority vote of property owners
 - () Approved by electorate vote
 - () Exempt by Proposition 218
- () 1915 Act Bond: Exempt by Proposition 218

The undersigned hereby: attests that the direct charge levies have been verified by the agency for accuracy; agrees to the cost recovery for direct charges enrolled; and agrees to the statutory and procedural terms for collection on the tax roll.

Authorized Signature _____ Date _____

Contact Person Heather Grant Board Clerk

Contact Email Address hgrant@beckpeakfpd.com

Contact Telephone 530-832-1008 Telephone Number to Appear on Tax Bill _____

- Signed Resolution Attached
- Signed County Service Agreement Attached
- Engineer's Report Attached



Auditor-Controller

520 Main Street · Room 205
Quincy, CA 95971
www.countyofplumas.com

Main: (530) 283-6246

Martee Nieman
Auditor-Controller

Plumas County Agreement for Collection of Special Taxes, Fees, and Assessments

Name of Agency Beckwourth Peak Fire Protection District Tax Code 50330

It is in the public interest that the Auditor-Controller places a levy on the county tax rolls for special taxes, fees, or assessments (direct charges) for the Agency. This agreement serves to authorize the Plumas County Auditor-Controller to place direct charges on the tax roll and distribute collections to the Agency. Collections will be distributed to the Agency at the same time and in the same manner as Plumas County property taxes are collected and distributed.

According to state law, the Auditor-Controller is authorized to recoup its costs when the Agency requests the Auditor-Controller to levy and administer special taxes, fees, or assessments. The Agency acknowledges the fee for this service as outlined below.

Administrative Cost for Billing Services

For the billing of direct charges, the Plumas County Auditor-Controller shall collect \$2.50 per parcel each fiscal year as a reimbursement for administrative costs. The administrative cost is billed as a separate line item on the tax bill.

The Agency will remit to the Auditor-Controller an electronic data file in the format prescribed on or before the 10th day of August of each fiscal year with the Assessor's parcel numbers and the amount of each direct charge. To be levied on the County tax roll, the Auditor-Controller must receive the data file and required information by August 10. Upon request, the Auditor-Controller may forward reports of assessor parcel changes such as splits or combinations. The Auditor-Controller reserves the right to remove charges for tax-exempt parcels or no value parcels.

The Agency is solely responsible for the Agency charges included on the County tax roll. This includes answering all inquiries, informing the Auditor-Controller in writing of charges to be removed from the tax roll and issuing refunds of charges if instructed by the Auditor-Controller. The Agency agrees to a \$15.00 administrative charge for each roll correction request submitted subsequent to the original levy.

The Agency certifies that the special taxes, fees, or assessments imposed by the Agency and collected pursuant to this Agreement comply with all requirements of state law.

Signature

7/24/2024

Name (please print)

Date

DISTRICT SPECIAL ASSESSMENT CERTIFICATION
FISCAL YEAR 2024/25 TAX YEAR 2024

Beckwourth Peak Fire Protection District Secured

Special Assessment Enrollment for the Fiscal Year 2024/25, Tax Year 2024

*The District is aware that there may be rejected records, and that
the District will be notified of the adjusted billable amount.*

District Charge: Approved amount to be charged

Tax Code 50330 Total Dollar Amount \$ 414,148.95 Total Parcels being charged 3,968

County Admin Charge: \$2.50 to be charged per parcel

Tax Code 50331 Total Dollar Amount \$ 9,920.00 Total Parcels being charged 3,968

Total to be charged:

Total Dollar Amount \$ 424,068.95 Total Parcels being charged 3,968

(SIGNATURE)

(DATE)

**Plumas County Property Tax
2024-25 Direct Charge/Special Assessment
Taxroll Information Sheet**

Please complete this form and submit it with an electronic file before August 10 to place on pending tax roll.

Agency Name: Beckwourth Peak Fire Protection District

Agency Address: 180 Main St Beckwourth, CA 96129

Direct Charge File Name: Beckwourth Peak FPD Unsecured 7.24.24

File Description Unsecured Parcels List

Tax Code No. 50332

Resolution No (If applicable) 2024.08

Parcel Count 28
(# of records)

Total Dollar Amount 1807.65
(Required: Each record must be divisible by 2)

Type of Direct Charge and Proposition 218 Compliance (Check type and check method of compliance)

- Assessment for Special Benefit:
 - Approved by weighted majority of ballots returned
 - Exempt by Proposition 218

- Special Tax: Approved by electorate vote

- Fee/Charge:
 - Approved by majority vote of property owners
 - Approved by electorate vote
 - Exempt by Proposition 218

- 1915 Act Bond: Exempt by Proposition 218

The undersigned hereby: attests that the direct charge levies have been verified by the agency for accuracy; agrees to the cost recovery for direct charges enrolled; and agrees to the statutory and procedural terms for collection on the tax roll.

Authorized Signature  Date 7/17/24

Contact Person Heather Grant Board Clerk

Contact Email Address hgrant@beckpeakfpd.com

Contact Telephone 530-832-1008 Telephone Number to Appear on Tax Bill _____

- Signed Resolution Attached
- Signed County Service Agreement Attached
- Engineer's Report Attached



Auditor-Controller

520 Main Street - Room 205
Quincy, CA 95971
www.countyofplumas.com

Main: (530) 283-6246

Martee Nieman
Auditor-Controller

Plumas County Agreement for Collection of Special Taxes, Fees, and Assessments

Name of Agency Beckwourth Peak Fire Protection District Tax Code 50332

It is in the public interest that the Auditor-Controller places a levy on the county tax rolls for special taxes, fees, or assessments (direct charges) for the Agency. This agreement serves to authorize the Plumas County Auditor-Controller to place direct charges on the tax roll and distribute collections to the Agency. Collections will be distributed to the Agency at the same time and in the same manner as Plumas County property taxes are collected and distributed.

According to state law, the Auditor-Controller is authorized to recoup its costs when the Agency requests the Auditor-Controller to levy and administer special taxes, fees, or assessments. The Agency acknowledges the fee for this service as outlined below.

Administrative Cost for Billing Services

For the billing of direct charges, the Plumas County Auditor-Controller shall collect \$2.50 per parcel each fiscal year as a reimbursement for administrative costs. The administrative cost is billed as a separate line item on the tax bill.

The Agency will remit to the Auditor-Controller an electronic data file in the format prescribed on or before the 10th day of August of each fiscal year with the Assessor's parcel numbers and the amount of each direct charge. To be levied on the County tax roll, the Auditor-Controller must receive the data file and required information by August 10. Upon request, the Auditor-Controller may forward reports of assessor parcel changes such as splits or combinations. The Auditor-Controller reserves the right to remove charges for tax-exempt parcels or no value parcels.

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The Agency certifies that the special taxes, fees, or assessments imposed by the Agency and collected pursuant to this Agreement comply with all requirements of state law.

Signature

7/24/2024

Date

Name (please print)

DISTRICT SPECIAL ASSESSMENT CERTIFICATION
FISCAL YEAR 2024/25 TAX YEAR 2024

Beckwourth FPO Nervino Airport Unsecured

Special Assessment Enrollment for the Fiscal Year 2024/25, Tax Year 2024

*The District is aware that there may be rejected records, and that
the District will be notified of the adjusted billable amount.*

District Charge: Approved amount to be charged

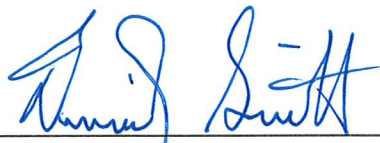
Tax Code 50332 Total Dollar Amount \$ 1,737.65 Total Parcels being charged 28

County Admin Charge: \$2.50 to be charged per parcel

Tax Code 50333 Total Dollar Amount \$ 70.00 Total Parcels being charged 28

Total to be charged:

Total Dollar Amount \$ 1807.65 Total Parcels being charged 28



Signature
7/10/24

(DATE)

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

Date: August 7, 2024

Originator: Jack Rosevear, Fire Chief

Purpose: Approval of Eastern Plumas Rural FPD Transition and Approval of Letter of Contract Termination to C-Road HOA.

Desired Action by the Board: Approval of transition plan and to sending of letter.

Supporting Documents Included: Yes

1. **Description:**

Both fire district Boards have agreed that Beckwourth Peak FPD will absorb and annex the Eastern Plumas Rural FPD. The Beckwourth Peak Board has directed staff to take possession of vehicles, fire engines, three fire stations and all associated equipment.

The first step of moving forward is the connection with Eastern FPD Administrative Assistant. On July 30, administrative staff of Beckwourth Peak will begin discussion of what is initially needed to prepare for a meeting at the Delleker Station on August 1. We will obtain all vehicle titles and expense records. We will get an understanding of monthly expenses and any upcoming payments not regular and reoccurring. We will build a separate budget for Eastern expenses, evaluating any expense which can be reduced or eliminated. Vehicle titles will be evaluated to determine District owned vehicles and those owned/loaned by the US Forest Service. A vehicle list will be created to determine what will be added to the Beckwourth Peak fleet policy. Federal Surplus vehicles will be stripped of equipment and transported to the Chilcoot Station. Engines will be parked and staged for potential buyers to view. The may be District vehicles recommended to be sold, which will be brought to the Board for authorization.

Staff will begin an inventory of equipment, from station and apparatus, starting first with the Delleker Station. Type 1 and Type 3 engines will be housed at Delleker. Both engines will be inspected and serviced. The Type 3 is already in our possession. It has been inspected by a mechanic, batteries replaced and needs to be serviced. The engine can respond to fires and other emergency incidents. The Iron Horse and Lake Davis stations will be approached in the same way, with inventory and evaluation of the station. Lake Davis Station will need heater pipe repairs. We will evaluate and see if the repairs can be made by our personnel or a private vendor.

A list of repairs or maintenance issues will be developed for each station, along with estimated cost.

The Iron Horse Station will be the District's equipment storage station. We will evaluate the building for security and recommend any upgrades necessary.

I will provide an update with progress in my weekly report to the Board. Director Curtis will report on the status of the fund balance transfer from Eastern to Peak. A resolution by the Eastern Board is necessary to complete the transfer, as required by the County of Plumas.

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

Approve Staff's direction and add tasks, as necessary. The annexation of the Eastern District also includes a contract to provide service to the C-Road HOA. A recent meeting with C-Road HOA board members indicated that they do not wish Beckwourth Peak to provide emergency response. The Graeagle FPD will provide service to the C-Road community and invoice the HOA for each response. Beckwourth Peak will provide mutual aid to Graeagle, as needed. The C-Road area accounts for very few calls for service. There is a possibility of Graeagle FPD annexing C-Road into their District, in the future.

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

The District has been providing emergency response to the Eastern Plumas District for many months, without significant impact. The services are more efficient in a consolidated fashion. The use of the stations will be a benefit and give the Beckwourth Peak District an infusion of equipment and safety gear. There will be additional costs to maintain the three stations. Further research and recommendations will come forward regarding surplus stations and equipment.

4. **Impacts to the Customer:**

Adding an additional response station (Delleker), will be beneficial for the entire District. We have personnel who live in the area and gives us another option for members to respond a shorter distance. We will attempt to recruit new personnel from the community, who are willing to work.

5. **Recommendation (s):**

Approve the updated Transition steps. Approve the attorney-drafted letter to C-Road.

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.

May 28, 2024 – Plumas LAFCo Executive Officer provided edits to the drafted resolution of annexation

June 13, 2024 – Beckwourth Peak FPD legal counsel provided review and edits to the resolution

July 3, 2024 – Beckwourth Peak FPD held a Public Hearing and then unanimously approved Resolution of Annexation of Eastern Plumas Rural FPD number 2024.05.

July 12, 2024 – Eastern Plumas Rural FPD board of directors held a Public Hearing followed by a unanimous approval of Resolution of Annexation to Beckwourth Peak FPD, Resolution number 2024-01.

July 29, 2024 – A filing packet to the Plumas County Tax Collector was obtained to begin the process of transferring all EPRFPD financial assets to Beckwourth Peak FPD. As part of the packet, there is a requirement for EPRFPD to approve a resolution of “Intent to Withdrawal” to the Plumas County Tax Collector.

EXECUTIVE SUMMARY:

Substantially similar resolutions of annexation have been approved by EPRFPD and BPFPD. The application to LAFCo will be submitted the week of July 28. Work is underway to transfer all EPRFPD assets to BPFPD as outlined in the resolutions of annexation.

Tax Exchange

PlanWest Partners is in the process of crafting a Tax Exchange agreement that will need BPPFD board and Board of Supervisor approval. We know that the Lake Davis area, consisting of 300 or so parcels, does not receive tax sharing. It is unknown as to why at the time, the request by Eastern Plumas Rural FPD to establish a tax sharing agreement with the county was not approved. In conversation with Collette Metz of PlanWest Partners, we agreed to pursue establishing a both basis and an incremental tax exchange agreement with the county for the parcels within the Eastern Plumas Rural FPD service area that do not currently receive tax exchange benefit. The basis will be determined by the average of the combined agreements in place for EPRFPD. We will request a transfer of all other tax exchange benefits that are currently in place for Eastern Plumas Rural FPD.

Executive Officer of Plumas LAFCo will spearhead the Tax Exchange agreement with the county CAO and Board of Supervisors.

Next Steps

The table below represents the next steps to be accomplished if both Beckwourth Peak FPD and Eastern Plumas Rural FPD adopt substantially similar resolutions of annexation.

Annexation Task List

Task	Owner	Status
Compile LAFCo Application Documents	Both	Complete
Meet with County Administrator to provide update and introduce Tax Exchange proposal	Both or BPPFD	Request for meeting submitted. LAFCo spearheading
Submit Package to LAFCo	Eastern Plumas	About July 30
LAFCo to amend BPPFD SOI	LAFCo	August 12 meeting
LAFCo to consider approving the application for annexation	LAFCo	August 12 meeting
EPRFPD to hold meeting to approve resolution to Plumas County Tax Collector and Auditor for "Intent to Withdraw" financial assets and support from the county		About August 15
Negotiate Tax Sharing w/County	Beckwourth Peak	Aug - Sept
Tax Exchange Agreement Considered by board of Sups.	County/BoS	Oct.
File with BOE	LAFCo	11/1/24
Annexation Complete		December 31, 2024

RECOMMENDATIONS:

None at this time.

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.

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

Date: August 7, 2024

Originator: Jack Rosevear, Fire Chief

Purpose: Grizzly Station Rental Determination

Desired Action by the Board: Update on USFS Rental of Grizzly Station

Supporting Documents Included: Yes

1. **Description:**

The USFS has rented space at the Grizzly Station for many years. The USFS staffs the station year-round with a wildland fire engine and battalion chief. The crew and battalion chief occupy a truck bay and two offices. Rent is \$450. I have calculated average monthly utility costs of the District at \$617 per month. The USFS has not paid the rent for approximately twenty months. The District continues to fund the USFS without compensation. The District continues to pay the utility bills.

The USFS now proposes converting to a ten year lease agreement with the District. Chief Osburn was told directly by Plumas Forest management that the reason for non-payment of rent was the Beckwourth District refused to sign the USFS annual operations agreement, which specifies that if called to a fire in USFS jurisdiction, there will be no reimbursement to the District for the first twelve hours of work. The USFS, at past incidents, released District crews prior to the 12th hour, repeated the next day and the day after. Local fire districts, in Plumas and other counties have rejected this denial of compensation, even though districts must pay their employees without reimbursement. In El Dorado County, the USFS resolved the problem and all Districts signed the agreement, which is the same as Plumas County. The El Dorado forest added one simple line that allows the incident commander to reimburse a district if they arrive at scene and take action. Reimbursement payments to districts come from the forest's budget, which seems to be a primary consideration with the Plumas FS.

I was told by USFS management that the lack of rent payment is not the result of refusal to sign the operating agreement. Back rent will be paid in October 2024, when their budget year ends. The Plumas FS requests a ten year lease to continue to house their crew and battalion chief.

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

Further communications is needed to determine viability of a long-term lease.

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

Negative budget impact for USFS not paying their rent. A long term lease would have to be established at a fair market rate with annual cost rate adjustment.

4. **Impacts to the Customer:**

Negative budget impacts effect our ability to manage the District efficiently. There is no off-setting benefit to the District by having USFS personnel and equipment at our station. USFS personnel do not respond to emergency incidents unless it is a fire and directly threatening their jurisdiction, which includes State Responsibility Area.

5. **Recommendation (s):**

Appoint two Board members to assist the Fire Chief with discussions with USFS Plumas Forest management. The committee will gather information, historical data, meet with USFS management and make a recommendation to the Board at the September regular board meeting.

**SUPPLEMENTAL PROJECT AGREEMENT,
To
COOPERATIVE FIRE AGREEMENT
16-FI-11051100-027
BETWEEN
Beckwourth Volunteer Fire Department
AND THE
U.S. FOREST SERVICE**

I. INTRODUCTION

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between the Beckwourth Volunteer Fire Department hereinafter referred to as BKVFD, and the USDA Forest Service, Plumas National Forest, hereinafter referred to as the U.S. Forest Service, as specified under the authority and provisions of Cooperative Fire Protection Agreement.

Title: Forest Service Engine and Crew housed Grizly Station

II. PURPOSE OF SUPPLEMENT PROJECT AGREEMENT:

The purpose of this SPA is to reimburse the Cooperator for providing housing for 1 Type 3 Wildland Fire Engine and office space for the crew of the engine, and 1 USFS Battalion Chief, under Cooperative Fire Protection Agreement, 16-FI-11051100-027 IV, General Provision: 11. Facilities, Equipment and Support;

III. THE BKVFD SHALL:

1. Provide office space for 5 permanent full time engine crew members
2. Provide office space for 1 USFS Battalion Chief
3. Provide housing for 1 Type 3 Wildland Fire Engine
4. Bill Forest Service for CY18 upon execution of agreement
5. Bill Forest Service for first half of CY19 on June 1, 2019 for services from January 1, 2019 through May 31, 2019.
6. Bill Forest for second half of CY19 on January 1, 2020 for Services from June 1, 2019 through December 31, 2019

IV. THE U.S. FOREST SERVICE SHALL:

1. The U.S. Forest Service shall reimburse the Beckwourth FD up to \$5,400.00 the portion of time the Forest Service utilizes the facilities per year for CY 2018 and CY 2019.

2. **PAYMENT/REIMBURSEMENT.** The U.S. Forest Service shall reimburse BKVFD for the U.S. Forest Service's share of actual expenses incurred, not to exceed 10,800.00, as shown in provision V.C. Financial Plan. The U.S. Forest Service shall make payment upon receipt of BKVFD's yearly invoice. Each invoice from BKVFD shall display the total project costs for the billing period, separated by U.S. Forest Service and BKVFD's share. In-kind contributions must

be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display BKVFD's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

3. BKVFD's name, address, and telephone number
4. U.S. Forest Service agreement number
5. Invoice date
6. Performance dates of the work completed (start & end)
7. Total invoice amount for the billing period
8. Statement that the invoice is a request for payment by 'reimbursement'
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable

The invoice must be sent by one of three methods (email is preferred):

EMAIL: asc_ga@fs.fed.us

FAX: 877-687-4894

POSTAL: USDA Forest Service
Albuquerque Service Center
Payments - Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

Send a copy to: dfregulia@fs.fed.us

V. **IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:**

1. **PRINCIPAL CONTACTS:** Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

<u>U.S. Forest Service Project Contact</u> Lara Graham PO Box 1190 Weaverville, CA 96093 Telephone: 530-623-1788 Email: lgraham@fs.fed.us	<u>Beckwourth Volunteer Fire Department Project Contact</u> Bret Russell 180 Main Beckwourth, CA 96129 Telephone: 530-832-1008 Email: chiefrussell@beckwourthfire.com
<u>U.S. Forest Service Grants & Agreements Contact</u> Louise Ewen 631 Coyote Street Nevada City, CA 95959 530-478-6827 lewen@fs.fed.us	<u>Beckwourth Volunteer Fire Department Financial Contact</u> Same as Above

2. **FINANCIAL PLAN.** Rent of Facilities at Grizzly Station in the amount of \$5,400 per Calendar year 2018 and 2019 for a total of \$10,800.00. This covers the following items, including but not limited to: housing for the Engine and office and work space for the crew and electrical power, water, propane, telephone service, sewer, and garbage collection. Beckwourth FD will also provide all maintenance costs (labor and supplies) for the efficient operation of the facility.

3. **STANDARDS FOR FINANCIAL MANAGEMENT.**

1. **Financial Reporting**

BKVFD shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. **Accounting Records**

BKVFD shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. **Internal Control**

BKVFD shall maintain effective control over and accountability for all U.S.

Forest Service funds, real property, and personal property assets. BKVFD shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement. BKVFD shall adequately safeguard all such property and shall ensure that it is used solely for authorized purposes.

4. Source Documentation

BKVFD shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and subgrant/contract documents, and so forth.

4. **OVERPAYMENT.** Any funds paid to BKVFD in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by BKVFD to the U.S. Forest Service:

- Any interest or other investment income earned on advances of agreement funds; or

- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

- a. Making an administrative offset against other requests for reimbursement.
- b. Withholding advance payments otherwise due to WFD.
- c. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B). Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

5. **AGREEMENT CLOSEOUT.** BKVFD shall close out the agreement within 90 days after expiration or notice of termination.

Any unobligated balance of cash advanced to BKVFD must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 7 CFR 3016.21, 7 CFR 3019.22, or other relevant law or regulation.

Within a maximum of 90 days following the date of expiration or termination of this agreement, all financial performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by BKVFD.

If this agreement is closed out without audit, the U.S. Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

6. **RETENTION AND ACCESS REQUIREMENTS FOR RECORDS.** BKVFD shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, "records" includes books,

documents, accounting procedures and practice, and other data, regardless of the type or format. BKVFD shall provide access and the right to examine all records related to this agreement to the U.S. Forest Service Inspector General, or Comptroller General or their authorized representative.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

BKVFD shall provide access to any project site(s) to the U.S. Forest Service or any of their authorized representatives. The rights of access in this section shall not be limited to the required retention period but shall last as long as the records are kept.

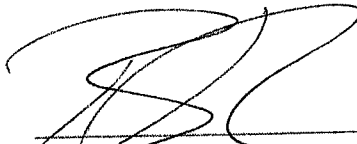
7. **FREEDOM OF INFORMATION ACT (FOIA).** Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. §52).
8. **TEXT MESSAGING WHILE DRIVING.** In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
9. **TERMINATION BY MUTUAL AGREEMENT.** This agreement may be terminated, in whole or part, as follows:
 - a. When the U.S. Forest Service and BKVFD agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
 1. By 30 days written notification by BKVFD to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated.

If, in the case of a partial termination, the U.S. Forest Service determines that the remaining portion of the agreement will not accomplish the purposes for which

the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.

Upon termination of an agreement, BKVFD shall not incur any new obligations for the terminated portion of the agreement after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to BKVFD for the United States Federal share of the non-cancelable obligations properly incurred by BKVFD up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

10. **MODIFICATIONS.** Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 60 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.
11. **COMMENCEMENT/EXPIRATION DATE.** This agreement is executed as of the date of the last signature and is effective through **December 31, 2020**, at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.
12. **AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.



BRETT RUSSELL, Fire Chief 6-11-19 DATE
Fire Department

JERRY BIRD, Acting Forest Supervisor DATE
U.S. Forest Service, Plumas National Forest

the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.

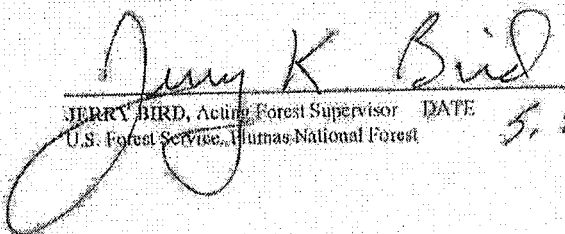
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12. **AUTHORIZED REPRESENTATIVES.** By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

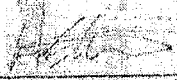
BRETT RUSSELL, Fire Chief DATE
Fire Department



JERRY BIRD, Acting Forest Supervisor DATE
U.S. Forest Service, Thomas National Forest

5.29.19

The authority and format and financial plan of this agreement has been reviewed and approved for signature.



Digitally signed by AARON
STOUT
Date: 2019.05.23 09:44:30 -07'00'

AARON STOUT, U.S. Forest Service Grants
Management Specialist

Date

July 31, 2024

Bret Russell, Former Fire Chief
Beckwourth Fire District

Dear Chairman McLaughlin,

I am writing this letter today because I understand you and your Board will be making a decision on whether or not Plumas National Forest will continue to occupy the Grizzly Road Fire Station.

Plumas National Forest was renting and under agreement with Beckwourth Fire District prior to my appointment as Fire Chief. Originally the agreement worked as designed, the relationship was good and the community was being served well with this partnership. Toward the end of my tenure as Fire Chief with Beckwourth came our inability to agree and sign a rental agreement. The local forest would not sign a rental agreement because Beckwourth Fire District and the surrounding Fire Districts joined in solidarity to not agree to or sign the Annual Operating Agreement (AOP) which the forest changed. This agreement drastically changed the way our small fire districts would be compensated by the forest and we could not afford the terms the local forest required in the AOP.

The local forest, led by my contact, Chief Don Fergulia, admittedly held the AOP over our heads in lieu of the rental contract and ultimately did not pay the rent. In 2022 Captain Paul Itherburn negotiated payment for that year's rent for fear my Board would ask them to leave. Captain Itherburn at the time was able to pay via credit card. This action paid the forest rent of the Grizzly station up through December 31, 2022.

Prior to leaving Beckwourth Fire District in September, 2023, the forest still had not agreed to a rental contract and were 9 months past due on the rent. It is my understanding Chief Osburn was unable to collect on any of the rent payments from January 1, 2023 to the retirement of Beckwourth Fire District on June 30, 2024.

It is worth mentioning this delinquency is not because of a high rate of rent, it merely seems to be punishment for not signing the AOP. The original agreement included 1 office space and 1 engine bay and the forest has taken over most of the building including an office not included in the rent – and they built a loft for storage. The last time I was in the Grizzly station there was barely room for Beckwourth Fire's 2 vehicles and the office that remains ours was under lock and key held by the forest personnel.

It is my opinion the local forest is holding your District hostage over terms in a terrible contract that we refused to sign. I would seriously reconsider continuing to allow the Plumas National Forest to squat on this taxpayer resource while the forest refuses to pay a mere \$450 (which includes utilities) per month.

I hope you and your Board are able to come to a good resolution. Please feel free to contact me should you need further details. Thank you for your time.

Respectfully,



Chief Bret Russell



Beckwourth Fire District

Phone: Station 1 (530) 832-1008
Fax: (530) 832-5828
E-mail: bfpd@beckwourthfire.com
Web: www.beckwourthfire.com
180 Main St. Beckwourth, CA 96129

Board Members

Chairman

Larry Smith

Vice Chair

Daniel Greenwood

Directors

Alyson Ceresola
Tyler McGarr
Gay Miller

Fire Chief

Bret Russell

Admin. Officer

Carol Logan

June 14, 2023

US Forest Service

Grizzly Station #2

ATTN:

To Whom it May Concern,

Grizzly Fire station 2 Facility's agreement with USFS

Beckwourth Fire would like to Enter into a Facility's Agreement with the USFS for station 2 on Grizzly Road. This station is currently being used by Beckwourth fire and USFS Engine number E-312.

In our agreement we would like to offer to the USFS what is Currently being used at station 2. Please see below, Beckwourth fire shall provide maintenance to facility and parking lot, Power, water, and sewer. Attached is separate Rate schedule for this facility agreement.

Beckwourth fire to provide the Following:

1. One Heated Engine Bay
2. One Office unit
3. Parking for crew members

Thank you for this opportunity to provide a Clean professional station for your Most needed services, Please remit any questions or concerns to Beckwourth Fire Station #1

Beckwourth Fire Department Station 1
180 Mail St. Beckwourth, CA 96129
Station 1 530-832-1008
Fax: 530-832-5828
E-Mail: bfpd@beckwourthfire.com

Schedual of Values

Beckwourth Fire Rate Schedule Station 2 Grizzly Road for USFS Facility contract

Contract Terms Paid Once per Year	10 Years from acceptance
Rate Per Year	\$15,000
Cost of living Adj	Not to Exceed 3% Increase Per year after first Year

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

Date: August 7, 2024

Originator: Jack Rosevear, Fire Chief

Purpose: Adopt Beckwourth FPD Lexipol Policies

Desired Action by the Board: Approve adoption of current policies

Supporting Documents Included: No

1. **Description:**

Beckwourth Peak FPD needs foundational policies to start the new District. The Board has adopted Board policies, but we need operational policies, including Human Resources (HR) policies, job descriptions, disciplinary process and more. Beckwourth Peak FPD now has a Lexipol account, and the previous Beckwourth policies have been transferred to the new account.

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

Recommendation to adopt Beckwourth FPD policies as a foundational start for the new district. A policy committee would be formed, including one or two board members and internal stakeholders representing all of our primary positions. The Policy Committee would prioritize the existing policies and begin a review process. Policies would either be ratified without changes or offered back for Board approval with changes for adoption. This process is expected to take many months.

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

The new District starting with policies familiar to the organization is helpful and necessary. Reinvention of Lexipol based policies is not necessary, but it is important for staff to read and refresh their knowledge of the policies. We can hit the ground running by continuing existing policy and modifying, as time goes on.

4. **Impacts to the Customer:**

None.

5. **Recommendation (s):**

1. Approve the adoption of current BFD Lexipol policies as BPFDP policies.
2. Appoint a standing Policy Committee to complete a review of all policies to recommend necessary changes or updates.
3. Incorporate newly created policies into Lexipol as soon as possible.

FROM: Admin Committee

Meeting Date: August 7, 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 –

Website is now live. The initial build of the website was with basic information.

Recommendation: Make enhancements to the website as time is available.

ca.gov Email –

The District has now has an established email program.

Recommendation: Monitor for possible CA.gov set up if it becomes available.

Policies –

The Policy Committee has no policies for review for this meeting. All previous approved policies have been formatted as final and submitted to the Administrative Officer. Next set of policies to be worked for board approval are financially related and include:

- 2100 Accounts Receivable Policy
- 2015 Asset Protection in the Workspace
- 2110 Budget Preparation
- 2115 Credit Card Use
- 2120 Employment of Outside Contractors
- 2125 Expense Authorization
- 2135 Purchasing
- 2140 Receiving/Depositing Remittances
- 2145 Records Retention
- 2155 Debt Management
- 2160 Internal Controls

FISCAL IMPACT:

No fiscal impact at this point.

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Date: August 7, 2024

Originator: Jack Rosevear, Fire Chief

Purpose: Approval of updated Salary Schedule- Fire Mechanic

Desired Action by the Board: Approval of updated Salary Schedule

Supporting Documents Included: Yes

1. **Description:**

The District benefits from the skills and abilities of four heavy equipment mechanics on our roster. The Beckwourth Fire District saved many thousands of dollars in repair costs, with in-house preventative maintenance and repairs. The new District has a number of fire engines, housed in soon to be seven stations. Most of the apparatus needs annual maintenance and detailed safety inspections (2 years behind). Taking apparatus to a repair shop or employing the services of a mobile mechanic can run over \$100 per hour. This adjustment to the salary schedule will provide a fair wage to our mechanics, only when engaged in apparatus repairs. Annual routine service of the fire engines would be limited up to three hours for each vehicle. The recommended upgraded pay for expert mechanic repair work and preventative maintenance is \$40 per hour. Generally, a mechanic would perform preventative maintenance and repairs during his duty shift and the enhanced pay would be limited to the repair time. The rest of the remaining shift hours would be at a person's regular pay rate.

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

Maintain apparatus in excellent working condition and prevent expensive repairs. Having an in-house repair program will save the District considerable funds. Under our current salary schedule, our mechanics would perform repairs for \$18 per hour. Maintaining that is not the intent of the firefighter or captain job descriptions. We should recognize that expert service with a cost. We have no intention of taking advantage of our employees.

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

Costly repairs from poor preventative maintenance will have a negative budget impact. Paying high private shop rates for repairs and maintenance will also have a negative budget impact. Allowing experienced mechanics to continue maintaining our equipment saves money and reduces the District's liability for equipment failure during emergencies. I am currently reviewing past annual vehicle maintenance costs and updating our budget. There will be moderate increases to our salaries, but the long-term savings will be substantial. The additional hourly costs are limited to repairs only and for a defined period of time limited to repairs. The mechanic would return to his firefighter wage after the repairs are complete. The primary phase involves completing annual maintenance on the apparatus. Full service of

a fire engine would average \$120 plus parts. That is a significant saving from shop rates and assures that our apparatus are best they can be.

4. **Impacts to the Customer:**

Significant impacts if our apparatus is not appropriately/professionally maintained and fails during an emergency response.

5. **Recommendation (s):**

Approve the updated salary schedule.



POLICY TITLE: Work Period/Compensation/Overtime

POLICY NUMBER: 1145 – A Lexipol Policy

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

1145 Work Period/Compensation/Overtime

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

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

1145.3 Categorization of Paid Employees:

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



POLICY TITLE: Work Period/Compensation/Overtime

POLICY NUMBER: 1145 – A Lexipol Policy

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

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

1145.4 Recording Hours Worked:

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



POLICY TITLE: Work Period/Compensation/Overtime

POLICY NUMBER: 1145 – A Lexipol Policy

BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

EXHIBIT “A” – EMPLOYEE COMPENSATION SCHEDULE

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

Adopted: Jul 3, 2024

Amended : August 7, 2024

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Date: August 7, 2024

Originator: Jack Rosevear, Fire Chief

Purpose: Approve District Station Designations and Apparatus Assignments

Desired Action by the Board: Ratify plan created by the Fire Chief

Supporting Documents Included: Yes

1. **Description:**

The consolidated district of Beckwourth Peak, with the inclusion of the Eastern Plumas Rural FPD, has a total of nine fire stations. Seven of the nine will be operational stations, housing apparatus which can be responded by personnel and provide reserve apparatus to take the place of vehicles under repair. The rationale behind the station designation plan is to identify each station, for location, community and budgeting expense/improvements organization. The station designated for full time staffing, and serves the greatest population density is Portola South, which would be designated Beckwourth Peak FPD Station 1. Current Beckwourth Station 1, would become Beckwourth Peak FPD Station 5. The stations would be numbered geographically from west to east (to correspond to the new staffing plan- West and East Battalions). Each station would have a location name associated with a station, for public awareness and confirmation of the community it serves. Two stations, Ironhorse and Lake Davis, would have names only and not station numbers. The Ironhorse station would be used for equipment storage and Lake Davis would house reserve apparatus. Further research and Board direction are necessary to determine if the two stations should be retained or sold. The District would own the building at Ironhorse, but not the land.

Staff has reviewed and commented on the proposal.

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

Verify the station designation and apparatus assignment schedule.

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

The new District needs to move forward with organization and growth. Station and apparatus designations are important for the starting organization of the District. There will be a known financial impact, anticipated in the upcoming Final Budget, to reflect the design and installation of station signs.

4. **Impacts to the Customer:**

None.

5. **Recommendation (s):**

Approve the attached Plan.

Proposed Station Numbering

<u>Station 1</u>			
	Portola South	9321	Engine
		9371	Type 6
<u>Station 2</u>			
	Portola North	9322	Engine
		9372	Type 3
<u>Station 3</u>			
	Delleker	9323	Engine
		9373	Type 3
<u>Station 4</u>			
	Grizzly	9422	Engine
		9472	Type 3
<u>Station 5</u>		Administrative Office	
	Beckwourth	9421	Engine
		9471	Engine
		9473	Type 6
		9431	Tender
		9451	Rescue
<u>Station 6</u>			
	Sierra Valley (Chilcoot)	9521	Engine
		9571	Type 3
		9572	Type 3
		9531	Tender
		9532	Tender
		9551	Rescue
<u>Storage Stations</u>		Board Direction to determine	
	Stations with sign s only		
	Lake Davis		
	Iron Horse		

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

Date: 7 August 2024

Originator: Rich McLaughlin, Chair

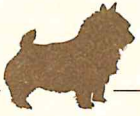
Purpose: To consider and possibly approve contracting for a final Beckwourth Fire District (BFD) Audit

Desired Action by the Board: Possible approval of a final BFD audit for the 23/24 FY.

Supporting Documents Included: Yes – Proposal by Robert W. Johnson, Auditors

1. **Description:** BFD has contracted Robert W. Johnson, Auditors (RWJ), for a number of years for biannual (two year) audits. FY 23/24 marks the intermediate year, meaning that district has not had an audit for a year. The Lead Auditor, Mary Cummins, is recommending that they provide a final closeout audit as a basis for BPFDP's 24/25 FY year. While a closeout budget is not technically required, best financial practice would be to complete such a budget. RWJ has priced their final audit at \$10,350 plus \$525 for Preparation of the required State Controller's Report (\$10,875 total)
2. **Reason for Recommended Board Action:** A final audit will provide the board with accurate information on final BFD revenues and expenses for the last FY. The auditor will provide a professional opinion on the accuracy of the financial reporting done allowing the BPFDP board to make informed business decisions going forward. The audit will strengthen BPFDP's basis for the 24/25 and 25/26 FYs.
3. **Anticipated Impacts to the District (negative and/or positive):** This represents a significant expense that the Finance Committee did not forecast in our preliminary FY 24/25 budget, however we did receive significant formation funds consisting of reserves from BFD and surplus operating funds, some of which would have gone towards their next audit.
4. **Impacts to the Customer:** No direct impact.
5. **Recommendation (s):** Approved a final BFD audit as a financial best practice.

Attachment A: RWJ Proposal dated 29 July 2024.



Robert W. Johnson
an accountancy corporation

6234 Birdcage Street, Citrus Heights, California 95610 | robertwjohsoncpagroup@gmail.com | 916.723.2555
www.bob-johnson-cpa.com

July 29, 2024

Board of Directors
Beckwourth Fire District
180 Main Street
Beckwourth, CA 96129
Emailed only

Dear Board of Directors:

We appreciate the opportunity to submit a proposal for Beckwourth Fire District's upcoming audit.

Our bid for your audit:

Year ended June 30, 2024 \$ 10,350

Additional services:

Preparation of the State Controller's Report \$ 525

Please let us know the Board's wishes. If all is in order, please sign this letter and return it to us.
Thank you for the opportunity to submit this proposal.

Sincerely,

Mary Cummins

Mary Cummins, CPA
Managing Partner

Approval:
Name: _____
Title: _____
Date: _____

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Date: 7 August 2024

Originator: Rich McLaughlin, Chair

Purpose: Allow the District to reimburse Board Members for approved training.

Desired Action by the Board: Approve Board Member Reimbursements

Supporting Documents Included: No

1. **Description:** In February 2024, as a newly formed district, CSDA invited the board to attend their three day Leadership Academy at no charge. Directors Curtis, L. Smith, and McLaughlin were able to attend. The board agreed to reimburse hotel fees when District funds were available. The cost for three nights and the venue's special hotel rate was approximately \$525, or \$1,575 for the three attendees. Members did not expect reimbursement for other travel costs.
2. **Reason for Recommended Board Action:** The preliminary district budget did not include a line for board travel and training expenses. The finance committee will consider adding a line to the revised budget forecast for the September Meeting
3. **Anticipated Impacts to the District (negative and/or positive):** Small unforecast incremental cost, minimal impact.
4. **Impacts to the Customer:** None
5. **Recommendation (s):** Approve board reimbursements.

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Date: August 7, 2024

Originator: Jack Rosevear, Fire Chief

Purpose: Approve Purchase of Utility Pickup Truck

Desired Action by the Board: Approve Purchase Request

Supporting Documents Included: No

1. **Description:**

The Beckwourth Fire District sold surplus vehicles and generators with the intent of purchasing additional vehicles/equipment. Two command vehicles were purchased for a very reasonable price. The sales of the Beckwourth vehicles and surplus generators netted \$61,610. \$26,000 was spent to purchase two command Chevy Tahoes and paint for the 9431 water tender. The residual left is \$35,610. We have a well used pickup that was converted into a first response, quick attack Type 6 engine for Sierra Valley. The skid mount unit came from the Eastern Plumas Rural FPD. There are no other pickup trucks available to the District.

The District is in need of a 3/4 ton 4x4 utility pickup for general purpose response, equipment transportation and strike team leader vehicle. While used as a strike team leader vehicle, OES pays \$265 per day to the District.

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

Purchase of vehicles and capital items require Board approval. The District needs this type of vehicle for general purpose and for us by a strike team leader. Our last available pickup was converted to give Sierra Valley personnel rapid response capability with hose and water.

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

Staff will find the best deal possible on a used ¾ ton 4x4 pickup. The budgeted amount should include radio and vehicle markings.

4. **Impacts to the Customer:**

None.

5. **Recommendation (s):**

Approve the purchase as requested.

BECKWOURTH PEAK FORMATION ASSETS

DISTRICT FORMATION ASSETS - Pre 1 July 2024

From Beckwourth Fire

\$	200,000	BFD reserve trans - Apr	4/17/2024
\$	14,790	GM 4th Qtr. contract	5/1/2024
\$	72,763	Beckwourth ST Jun	6/18/2024
\$	308,371	BFD reserve trans - Mar	7/15/2024
\$	<u>595,924</u>	Total BFD	

From Sierra Valley Fire

\$	140,585	SV reserve transfer	5/6/2024
\$	11,997	Hallelujah Junction	
\$	<u>152,582</u>		

From Gold Mountain

\$	75,000	GM Buy-in	4/17/2024
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From City of Portola

\$	54	LESSG	4/17/2024
\$	17,950	PG&E Rebate	6/12/2024
\$	<u>18,004</u>		

Total Pre 1 July	\$	841,510	
Pre 1 July Expenses	\$	<u>(70,833)</u>	
Balance	\$	770,677	

PROPPSED RESERVE ALLOCATIONS

Transfer to Operational Reserves	\$	(200,000)
Transfer to Strike Team Reserves	\$	(100,000)
Transfer to Capital Reserves	\$	<u>(200,000)</u>
Total Allocated Reserves	\$	(500,000)
Unallocated Reserves	\$	270,677
Transfer to Operations (first year augment)	\$	<u>(175,000)</u>
Unallocated Balance	\$	95,677

Beckwourth Peak Fire Protection District Company Total Expenses

07/31/24

July 2024

Accrual Basis

	Jul 24
50000-OPERATING EXPENSES	
51000-Personnel	
51200-Payroll Expenses	
51220-Workman's Comp Ins.	20,124.00
Total 51200-Payroll Expenses	20,124.00
51300-Other Employee Expenses	
51310-Employee Training	314.58
51350-Clothing (Personal)	4,337.98
51360-Clothing (Wildland)	-3,912.73
51380 Personell Meals/ Meetings	614.82
Total 51300-Other Employee Expenses	1,354.65
Total 51000-Personnel	21,478.65
52000-Services and Supplies	
52100-Legal Services	5,063.00
52124- Tools & Equipment	59.96
52400-Professional Services	8,303.20
52500-Insurance	
52510-Liability	20,067.00
52520-Property	12,239.00
52530-Vehicle	15,023.00
Total 52500-Insurance	47,329.00
52700-Office Expense	283.39
52800-Membership/Publications	1,720.00
52900-Household Expense	155.50
Total 52000-Services and Supplies	62,914.05
53000-Administration	
53100-Debt Service(Lease Purch)	83.26
53500-Utilities	
53510-Electrical	1,380.55
53520-Water	356.09
53530-Propane	3,639.00
53540-Telecommunication Service	2,120.15
53500-Utilities - Other	334.02
Total 53500-Utilities	7,829.81
53600-Formation	9,999.88
53700-Reimbursement	1,396.80
Total 53000-Administration	19,309.75
54000-Building/Equipment	
54100-Maintenance	
54110-Building	143.80
54130-Grounds	676.72
Total 54100-Maintenance	820.52
54200-Vehicle	
54210-Vehicle Maintenance	2,465.96
54220-Vehicle Fuel	2,300.29
54230-Upgrades	905.00
Total 54200-Vehicle	5,671.25
Total 54000-Building/Equipment	6,491.77
Total 50000-OPERATING EXPENSES	110,194.22

5:00 PM

07/31/24

Accrual Basis

Beckwourth Peak Fire Protection District
Company Total Expenses
July 2024

	Jul 24
Payroll Expenses	67,712.50
TOTAL	177,906.72

Beckwourth Peak Fire Protection District
Profit & Loss Budget vs. Actual

July 2024

	Jul 24	Budget	\$ Over Budget	% of Budget
Income				
40000-REVENUE				
40100-Secured Property Taxes				
40110-Beckwourth ST	0.00	56,866.67	-56,866.67	0.0%
40120-Sierra Valley ST	0.00	13,015.50	-13,015.50	0.0%
40130-Gold Mountain ST	0.00	6,250.00	-6,250.00	0.0%
40140-Portola ST	0.00	2,333.34	-2,333.34	0.0%
Total 40100-Secured Property Taxes	0.00	78,465.51	-78,465.51	0.0%
40200-Secured Parcel Tax				
40300-Other Tax Revenue	0.00	10,933.34	-10,933.34	0.0%
40300-Other Tax Revenue				
40310-Timber Yield Tax	0.00	1.25	-1.25	0.0%
40330-Special Assessments	0.00	1,000.00	-1,000.00	0.0%
Total 40300-Other Tax Revenue	0.00	1,001.25	-1,001.25	0.0%
40400-Other Income				
40410-FS Grizzly Rent	0.00	516.67	-516.67	0.0%
40440-Grant Income	0.00	1,666.67	-1,666.67	0.0%
40470-Misc. Income	0.00	1,495.84	-1,495.84	0.0%
40400-Other Income - Other	3,503.15			
Total 40400-Other Income	3,503.15	3,679.18	-176.03	95.2%
Total 40000-REVENUE	3,503.15	94,079.28	-90,576.13	3.7%
Total Income	3,503.15	94,079.28	-90,576.13	3.7%
Expense				
50000-OPERATING EXPENSES				
51000-Personnel				
51100-Wages				
51110-Fire Chief	0.00	9,625.00	-9,625.00	0.0%
51120-Assistant Fire Chuef	0.00	1,250.00	-1,250.00	0.0%
51130-Battalion Chiefs	0.00	10,000.00	-10,000.00	0.0%
51140-Administrative Officer	0.00	4,160.00	-4,160.00	0.0%
51150-Shift Personnel	0.00	14,092.00	-14,092.00	0.0%
51160-Duty Officer East	0.00	4,653.75	-4,653.75	0.0%
51170-Overnight On-Call	0.00	3,650.00	-3,650.00	0.0%
51180- Paid Call	0.00	2,550.00	-2,550.00	0.0%
Total 51100-Wages	0.00	49,980.75	-49,980.75	0.0%
51200-Payroll Expenses				
51210-Payroll Taxes	0.00	4,648.50	-4,648.50	0.0%
51240-Employee Ins.	0.00	516.50	-516.50	0.0%
Total 51200-Payroll Expenses	0.00	5,165.00	-5,165.00	0.0%
51300-Other Employee Expenses				
51310-Employee Training	314.58	416.67	-102.09	75.5%
51320-Employee Travel (Routine)	0.00	33.34	-33.34	0.0%
51340-Physicals/Medical	0.00	41.67	-41.67	0.0%
51350-Clothing (Personal)	0.00	666.67	-666.67	0.0%
51360-Clothing (Wildland)	-4,754.99	83.34	-4,838.33	-5,705.5%
51380 Personell Meals/ Meetings	614.82			
Total 51300-Other Employee Expenses	-3,825.59	1,241.69	-5,067.28	-308.1%
Total 51000-Personnel	-3,825.59	56,387.44	-60,213.03	-6.8%
52000-Services and Supplies				
52100-Legal Services	3,382.00	2,500.00	882.00	135.3%
52124- Tools & Equipment	59.96	208.34	-148.38	28.8%
52140-Snow Removal	0.00	666.67	-666.67	0.0%
52170-Misc	0.00	933.34	-933.34	0.0%
52400-Professional Services	106.00	3,333.34	-3,227.34	3.2%
52500-Insurance	0.00	6,500.00	-6,500.00	0.0%
52574-Fire Prevention	0.00	83.34	-83.34	0.0%
52600-Communications Services	0.00	1,120.84	-1,120.84	0.0%
52700-Office Expense	184.07	450.00	-265.93	40.9%
52710- Medical Supplies	0.00	250.00	-250.00	0.0%
52800-Membership/Publications	525.00	237.50	287.50	221.1%
52900-Household Expense	155.50	166.67	-11.17	93.3%
Total 52000-Services and Supplies	4,412.53	16,450.04	-12,037.51	26.8%
53000-Administration				
53100-Debt Service(Lease Purch)	83.26	100.00	-16.74	83.3%
53300-Tax Administration	0.00	191.67	-191.67	0.0%
53400-Property Tax	0.00	16.67	-16.67	0.0%
53500-Utilities				
53520-Water	356.09			
53540-Telecommunication Service	194.63			
53500-Utilities - Other	0.00	3,333.34	-3,333.34	0.0%
Total 53500-Utilities	550.72	3,333.34	-2,782.62	16.5%
53700-Reimbursement	1,396.80			
Total 53000-Administration	2,030.78	3,641.68	-1,610.90	55.8%
54000-Building/Equipment				
54100-Maintenance				
54110-Building	0.00	625.00	-625.00	0.0%
54120-Equipment	0.00	733.34	-733.34	0.0%
54130-Grounds	-42.57	600.00	-642.57	-7.1%
Total 54100-Maintenance	-42.57	1,958.34	-2,000.91	-2.2%
54200-Vehicle				
54210-Vehicle Maintenance	1,908.86	1,416.67	492.19	134.7%
54220-Vehicle Fuel	1,361.30	2,083.34	-722.04	65.3%
54230-Upgrades	905.00			
Total 54200-Vehicle	4,175.16	3,500.01	675.15	119.3%
Total 54000-Building/Equipment	4,132.59	5,458.35	-1,325.76	75.7%
Total 50000-OPERATING EXPENSES	6,750.31	81,937.51	-75,187.20	8.2%

**Beckwourth Peak Fire Protection District
Profit & Loss Budget vs. Actual**

Accrual Basis

July 2024

	<u>Jul 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	67,712.50			
Total Expense	74,462.81	81,937.51	-7,474.70	90.9%
Net Income	<u>-70,959.66</u>	<u>12,141.77</u>	<u>-83,101.43</u>	<u>-584.4%</u>

Beckwourth Peak Fire Protection District Payroll Summary

July 2024

	TOTAL	
	Hours	Rate
		Jul 24
Employee Wages, Taxes and Adjustments		
Gross Pay		
Salary	80.00	4,442.30
Admin Assist	22.45	561.25
Administrative Officer	35.50	1,065.00
Duty Officer	155.50	2,561.50
OES Pay	989.50	42,716.15
Overnight On-Call Weekday	195.50	1,564.00
Paid Call	51.50	868.00
Procurement Admin	10.00	250.00
Training Division Chief	90.00	3,611.70
Weekend Overnight On-Call	123.00	2,091.00
Total Gross Pay	1,752.95	59,730.90
Adjusted Gross Pay	1,752.95	59,730.90
Taxes Withheld		
Federal Withholding		-6,537.00
Medicare Employee		-866.09
Social Security Employee		-3,703.30
CA - Withholding		-3,183.59
CA - Disability		-657.06
Medicare Employee Addl Tax		0.00
Total Taxes Withheld		-14,947.04
Net Pay	1,752.95	44,783.86
Employer Taxes and Contributions		
Federal Unemployment		324.98
Medicare Company		866.09
Social Security Company		3,703.30
CA - Unemployment		3,033.04
CA - Employment Training Tax		54.19
Total Employer Taxes and Contributions		7,981.60



**AGREEMENT TO PROVIDE PROFESSIONAL SERVICES
BECKWOURTH PEAK FIRE PROTECTION DISTRICT**

This Professional Services Agreement (“Agreement”) is made and entered into this 1st of July, 2024, by and between Beckwourth Peak Fire Protection District (“BPFDP” or “District”) and Planwest Partners Inc. (Planwest). This Agreement is to provide professional and technical assistance for the following tasks:

Tasks:

- Assist with preparation of 2024 Special Tax Direct Charge List including but not limited to comparing 2024 assessor’s parcels to prior list, identifying new parcels, reviewing physical characteristics, land use codes, exemptions, and developing secured direct charge list to be submitted to the County Auditor Controller.
- Evaluate property tax exchange scenarios for Eastern Plumas Rural FPD, including potential base transfer for past annexation areas to ERFPD that failed to receive property tax apportionment.

Costs:

The cost for services will be on a time and materials basis at current charge rates, not to exceed \$1,800.00 without additional authorization. Professional services by Planwest Partners Inc. shall commence on July 1, 2024, and shall continue until December 31, 2024, unless extended by mutual agreement.

Beckwourth Peak Fire Protection District

Date