



Plumas-Brophy Fire Protection Dist.

P.O. Box 119

313 Main Street

Wheatland, California 95692

Telephone (530) 633-0861 Fax (530) 633-8215 www.wheatlandfireauthority.com

PLUMAS-BROPHY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Chair of the Plumas-Brophy Fire Protection District Board of Directors have called a regular meeting of the Board of Directors to be held on November 11, 2021, at 6:00 p.m. at the Wheatland Fire Authority Station No. 3, 4514 Dairy Road, Wheatland, California.

Members of the public may address the Board of Directors concerning any item described below during the Board's consideration of that item. The Chair will invite public comment following Board discussion/deliberation of the item and, if applicable, before Board action.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact Lisa Thomason, Secretary, at 530-633-7356. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

The following business shall be considered and transacted:

1. Call to order and roll call.
2. Pledge of Allegiance to the Flag.
3. At this time, the public is permitted to address the Board on non-agenized items. COMMENTS SHOULD NOT EXCEED THREE (3) MINUTES. In accordance with State Law, however, no action or discussion may take place on any item not appearing on the posted agenda. The Board may respond to statements made or questions asked or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Secretary related to the proper procedure to place an item on a future Plumas-Brophy Fire Protection District agenda. The exceptions under which the Board MAY discuss and/or act on items not appearing on the agenda are contained in Government Code §54954.2(b) (1) (2) (3).
4. Minutes from the regular Plumas Brophy Fire Protection District on July 8th, 2021
5. Minutes from the regular Plumas Brophy Fire Protection District on September 9th, 2021

6. Minutes from the Special Plumas Brophy Fire Protection District on October 28, 2021
7. Discussion and Approval of Investment Policy
8. Discussion and Approval of Resolution #2021-02
9. Discussion and Approval of Loan to WFA
10. Delivery of the WFA Loan Promissory NOTE
9. Secretary's Report
10. Treasurer's Report
11. Approval of bill payments.
12. Reports
13. Adjourn



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**MEETING MINUTES
PLUMAS-BROPHY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING – July 8, 2021**

This was a regular meeting of the appointed Board of Director of the Plumas-Brophy Fire Protection District held at held at 4514 Dairy Rd. Wheatland, CA (Station #3)

1.0 & 2.0 Call to order and roll call at 6:30 p.m.

Directors present: Bart Johnson and John Eachus. **ABSENT –** Martin Heatlie

Also present: WFA Fire Chief Art Paquette

3.0 Public Comment – None.

4.0 Minutes - None

5.0 No Board actions required.

6.0 Secretary's Report – None.

7.0 Reports

8.0 There being no further business, the meeting adjourned at 6:59 p.m.
Minutes approved and adopted this 11th day of November, 2021.

Prepared by Kathy A. Herbert
November 8, 2021



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**MEETING MINUTES
PLUMAS-BROPHY FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING – SEPTEMBER 9, 2021**

This was a regular meeting of the appointed Board of Director of the Plumas-Brophy Fire Protection District held at 4514 Dairy Rd. Wheatland, CA (Station #3)

1.0 & 2.0 Call to order and roll call at 6:00 p.m.

Directors present: Martin Heatlie, Bart Johnson and John Eachus.

Also present: WFA Fire Chief Art Paquette, Bookkeeper Kathy Herbert (VIA Zoom).

3.0 Public Comment – None.

4.0 Minutes - None

5.0 Fire Chief Art Paquette presented the staff report that proposed a loan from Plumas Brophy Fire District to Wheatland Fire Authority. The loan would be short term (Approximately 3 months) at an interest rate of 1.7%.

Motion was made by Board Member John. Eachus, Seconded by Board Member Bart Johnson to approve loan based on Chief Paquette's proposal. **Vote called – AYES: All. Motion carried.**

6.0 Secretary's Report – None.

7.0 Reports – Fire Chief A. Paquette on ADA compliance at WFA Station No. 1 and painting the roof.

8.0 There being no further business, the meeting adjourned at 6:19 p.m.
Minutes approved and adopted this 11th day of November, 2021.

Prepared by Kathy A. Herbert
November 8, 2021



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**MEETING MINUTES
PLUMAS-BROPHY FIRE PROTECTION SERVICE
BOARD OF DIRECTORS
SPECIAL MEETING – October 28, 2021**

This was a special meeting of the appointed Board of Directors of the Plumas-Brophy Fire Protection District held at Station 3 Dairy Road.

1.0 & 2.0 Call to order and roll call at 6:00 p.m.

Directors present: Martin Heatlie, Bart Johnson, John Eachus

Also present: WFA Chairman Jay Pendergraph, Chief Paquette, Kathy Herbert

3.0 Public Comment – None

4.0 Discussion was held regarding measure K expected revenue and use.

There being no further business, the meeting adjourned at 7:00 p.m.

Minutes approved and adopted this 11th day of November 2021.

Prepared by Kathy A. Herbert
November 8, 2021



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Board Agenda Report

TO: Plumas-Brophy Fire Protection Dist. Board of Directors

FROM: Art Paquette, Fire Chief

DATE: November 11, 2021

SUBJECT: Investment Policy & Resolution

Recommendation: Discussion and approval of the Investment Policy & Resolution #02-21

Background: The cash management system of the district is designed to monitor and forecast expenditures and revenues, thus fully allowing the investment of funds possible.

Fiscal Impact: None

Attachments: 4

EXHIBIT A

INVESTMENT POLICY

PLUMAS BROPHY FIRE PROTECTION DISTRICT INVESTMENT POLICY

This Investment Policy (the "Investment Policy") of the Plumas Brophy Fire Protection District (the "District") was approved by the District's Board of Directors on _____, 2021. The Investment Policy may be amended by the Board of Directors as it deems appropriate from time to time. Any approval of investments by the Board of Directors that is not consistent with this Investment Policy shall constitute a waiver of this Investment Policy.

1. Purpose

This statement of investment policy is adopted pursuant to Government Code Section 53600 *et seq.* and provides guidelines for the investment of all District funds except funds related to debt issues, the investment of which is controlled by specific provisions of the issuance documents and state and federal law.

2. Objective

The cash management system of the District is designed to monitor and forecast expenditures and revenues, thus allowing the investment of funds to the fullest extent possible. The primary objectives for investment are safety and liquidity. Only after these two objectives are met can the third objective of higher yields be sought.

3. Policy

Investments shall comply with the requirements of California Government Code Sections 53600 *et seq.* The district shall utilize conservative investment vehicles consistent with its safety and liquidity needs. Those investments authorized shall include all allowable investment instruments described in the California Debt and Investment Advisory Commission Local Agency Investment Guidelines, as amended from time to time. This authority does not expand or affect the permitted investments specified in the District's debt instruments.

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLUMAS BROPHY FIRE PROTECTION DISTRICT ADOPTING AN INVESTMENT POLICY

WHEREAS, the Board of Directors (the "Board of Directors") of the Plumas Brophy Fire Protection District (the "District") is charged with establishing policies to guide the various functions of the District and its related entities and to establish procedures by which such functions are performed; and

WHEREAS, the Board of Directors desires to adopt the Plumas Brophy Fire Protection District Investment Policy (the "Investment Policy").

NOW THEREFORE, it is resolved by the Board of Directors of the Plumas Fire Protection District as follows:

SECTION 1. Recitals. The above stated recitals are true and correct.

SECTION 2. Approval of the Investment Policy. The District hereby adopts the Investment Policy as set forth in Exhibit A attached hereto and incorporated herein by this reference.

SECTION 3. Effective Date. This Resolution shall take effect from and after the date of its passage and adoption.

PASSED, APPROVED and ADOPTED this ___th day of _____, 2021.

PLUMAS BROPHY FIRE
PROTECTION DISTRICT

President, Board of Directors
Plumas Brophy Fire Protection
District

ATTEST:

_____, Secretary

APPROVED AS TO FORM:

Legal Counsel

CERTIFICATION

I, _____, Secretary of the Board of Directors of Plumas Brophy Fire Protection District, certify that the foregoing resolution was regularly adopted by the Board of Directors of said District at a regular meeting held on the ___th day of _____, 2021, by the following vote of the Directors:

AYES: Director(s)

NOES: Director(s)

ABSENT: Director(s)

ABSTAIN: Director(s)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Plumas Brophy Fire Protection District, this _____ day of _____, 2021

Secretary of the Board of Directors



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STAFF REPORT

TO: Plumas Brophy Fire Protection Dist. Board of Directors
FROM: Art Paquette, Fire Chief
DATE: November 11, 2021
SUBJECT: Loan to WFA

Recommendation: Legal Counsel recommends that the loan require the payment of interest at the current rate received from PBFDP reserve funds LAIF rate at 1.7% The loan should also be documented in an agreement signed by both parties. Staff recommends that the Board's approval include the authority for the Chief to execute the necessary loan documents with approval as to form by Legal Counsel.

Background: Due to the delayed from the Cal-Fire and OES payment procedures our outstanding strike-team revenue is still being process. However, we are expecting it soon.

Fiscal Impact: TBD

Attachments: None



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Board Agenda Report

TO: Plumas-Brophy Fire Protection Dist. Board of Directors

FROM: Art Paquette, Fire Chief

DATE: November 11, 2021

SUBJECT: \$100.000 Promissory Note

Recommendation: Discussion & Direction on WFA Promissory Note.

1. The note for this loan will be signed by the WFA Chair and give to the PB Chair
2. The chair of PB will give the NOTE to the PB bookkeeper/Secretary for retention.
3. The \$100.000 loan will be carried on PB's financial records until it is paid in full
4. After the loan is paid in full, the Note will be given back to the WFA Chair with a notation made by the PB Chair that the NOTE has been paid in full

Background: On September 21, 2021, PB Loaned WFA 41000.000 to cover strike team payroll requirements.

Fiscal Impact: \$100.000

Attachments: None