



MEETING DATE: February 4, 2026

AGENDA ITEM: 6. Update Strategic Plan Progress: District Training Plan- Standards of Cover Study- Capital Improvement Committee

FROM: Jack Rosevear

RE: Updated Review of Strategic Plan Initiatives and Projects for 2026

REASON FOR RECOMMENDED BOARD ACTION:

At the August 2025 Board meeting, the Strategic Plan was adopted. Staff recommended and the Board approved several initiatives and projects from the Plan to be implemented in 2026, at the December 2025 Board meeting. This is a progress review.

BACKGROUND:

The Board approved moving forward with the following initiatives. There was an additional initiative that we have forward progress with:

Initiative 2: To develop, implement and evaluate a comprehensive long range training plan and schedule that collaborates with cooperating agencies, CA and NV Fire Training and Certification Systems, and which complies with all local, state and federal laws, regulations and standards. Besides emergency response, our training programs are the most important thing we can do to prepare, with safe competent operations. **The Board appointed Treasurer McLaughlin, staff members Kenny Osburn and Jack Rosevear, Citizen Volunteer Chief Forrest Craig. Staff had a meeting on January 19th to review mandated training requirements and solicit additional staff help with development of a training plan for the Fire District.**

Initiative 3: Develop a fixed asset and apparatus/equipment and PPE preventative maintenance and capital improvement program for all District owned sites and equipment integrating long term health, safety, risk management and environmentally friendly solutions. **Directors Curtis and Fortmann appointed to the Committee, supported by Staff to review developing lists of repairs and improvements to several of the District fire stations.**

Initiative 7: To develop and maintain a limited standard of cover (SOC) document that reflects optimal concentration and distribution of resources reflective of the Fire District's demographics, hazards, critical assets, risks and response services demands in accordance with best industry standards. **Citizen Volunteer Chief Forrest Craig is developing an initial draft of an SOC Study. Officer staff has been briefed about developing a draft and what goes into an SOC Study.**

Additional Progress:

Initiative 5: Develop, implement and evaluate a comprehensive Health, Safety and Wellness program for all District members. Objective 5D- Establish a culture of safety and wellness in all district employees that

supports them and their families through education, training and employee assistance programs. 5D.4- Investigate feasibility of District members becoming certified team members on the Nevada Peer Support Network or similar organization.

The Plumas County Fire Chiefs Association, in cooperation with the BPFPD and the Nevada Peer Support Network are working together to host a day long training session to develop peer support skills and begin the framework of a peer support team for Plumas County. The team will be led by BPFPD Assistant Chief Duncan Cameron and will have participants from BPFPD. The training session will be held at BP Fire Station 1 on March 3, 2026.

This is a large undertaking and there a number of objectives for each initiative. These three areas are extremely important to get moving forward and organized.

FISCAL IMPACT:

The primary financial impact will be the development of Initiative 3 related to evaluation of capital improvements and critical needs related to fire stations, front line equipment and PPE. Of concern is the condition of the fire stations and what preventative maintenance is needed. We have invested considerably in PPE and it is necessary that existing inventory be properly maintained. Initiatives 2 and 7 can be completed economically, however, implementation of training classes at the management level could have a budget impact, unless grants are available.

IMPACTS TO THE CUSTOMER:

Positive impacts to the taxpayers of the Fire District, with higher trained and better equipped firefighters. Also, positive impacts regarding the organization and development of the new district regarding maintaining good equipment and facilities.

RECOMMENDATION:

Receive the update and approve direction moving forward. Progress report to be given at each 2026 Fire Board meetings.

ATTACHMENTS:

A. 2025-11-19 14.49.37



BECKWOURTH PEAK
FIRE PROTECTION DISTRICT

**2025-2030
STRATEGIC PLAN**

JUNE 2025

180 Main Street, Beckwourth CA 96129
Telephone (530) 832-1008



MISSION STATEMENT

The Mission of the Beckwourth Peak Fire Protection District is to protect life and property for our communities with professionalism, dedication, and integrity.

BPFFPD Members May 19, 2025

VALUE STATEMENT

As members of the Beckwourth Peak Fire Protection District, we value.... Professionalism, Accountability, Dedication, Integrity, and Teamwork.

BPFFPD Members May 5, 2025

VISION STATEMENT

The Beckwourth Peak Fire Protection District exists to deliver excellence in service with integrity and professionalism, while achieving public confidence and support.

Board of Directors April 23, 2025

Establishing a vision can be best described as visualizing a future state of the organization. It is a defined set of aspirations.

Articulating a vision is the foundation of the work we do, and the choices we make in designing a strategic plan, an annual work plan, and the choices we make each day at work. It helps us answer the question, "what are we doing today that moves us closer to that aspired destination"?

This document comes from reflecting on our recent past as an organization and lessons learned; those experiences that capture our organization's strengths and weaknesses, our external stakeholders, and the future which is firmly rooted in the analysis of our organization's needs in achieving our mission and commitment to our community.

Most of us choose this profession because we enjoy serving others; wanting to continually improve our service delivery positively impacts the lives of those we serve and is a worthwhile and moral pursuit. It is within this spirit that we create a vision of the future. This then leads us to setting goals and objectives and continually focusing on those goals and objectives. It is an important business and cultural process.

This vision is a collection of conversations, board input, research, our recent history, industry trends and other informational sources that are motivated with the goal of improving our organization. They represent a collective



INITIATIVE 2

To develop, implement and evaluate a comprehensive long range training plan and schedule that collaborates with cooperating agencies, CA State Fire Training and Certification Systems, and which complies with all local, state, and federal laws, regulations and standards.

PURPOSE AND PUBLIC BENEFIT: Fire Service training is just one element in delivering safe professional services. Other elements include and are not limited to education, experience and the wisdom acquired through a culmination of these combined learning mechanisms. In order for BPFDPD to deliver optimal professional service in compliance with local state and federal regulations, laws and standards, it is imperative that the district have an accurate and documented record keeping system, training program and schedule that meets its obligations as a public safety employer.

OBJECTIVE 2A - Identify all training provided by the district since its inception as BPFDPD.

TIMELINE: 1 month

CRITICAL TASKS:

2A.1 Using information reports and related documentation from BPFDPD calendars, previous schedules, known and documented training exercises, drills, classes, and field instruction events list any and all district related training since July 1, 2024.

2A.2 In researching the data identified in Objective 2A.1 above, capture and list information including but not limited to: date of training; name of training class, course, and or certification program; time allocated to training topic; who the instructor was and the agency/organization from which they came.

OBJECTIVE 2B - Identify, obtain and implement a training and education data analysis software program and platform that will capture all past and future training programs classes and certifications and that conform to best industry practices.

TIMELINE: 4 months

CRITICAL TASKS:

2B.1 Utilizing existing research and product information available through the US Fire Administration's National Fire Academy, available public safety training and education software programs, and programs used by like type and sized fire service organizations, identify the platform best suited to be implemented by the BPFDPD.

2B.2 Identify the cost associated with purchasing the software platform and related hardware technology to fully implement the record keeping system.



- 2B.3 Budget the funds necessary to purchase the required technology software and related hardware.
- 2B.4 Develop and implement district policy and procedures on the system purpose, use, and record keeping requirements.
- 2B.5 Train all district personnel on the purpose, use, procedures and record keeping requirements of the district.

OBJECTIVE 2C - Identify all applicable and required local, state, and federal training and education requirements in accordance with professional and volunteer fire service laws, regulations, standards and certifications.

TIMELINE: 1 month

CRITICAL TASKS:

- 2C.1 Using the software implemented in critical task 2B.4 above, enter, upload and otherwise capture all required applicable training and education in accordance with professional and volunteer fire service laws, regulations, standards and certifications.
- 2C.2 Utilizing the data collected in critical task 4A.2 highlight the gaps in each members training and education profile against the required training and education identified in critical task 2C.1 above.
- 2C.3 Provide each member of the District access to their data so as to verify and validate the information and provide additional approved documentation to the district to update and make any necessary adjustments to the members record.

OBJECTIVE 2D Develop a short-term (6 months) and long term (18-24 months) training and education program that meets the compliance needs of every district member.

TIMELINE: 2-8 months

CRITICAL TASKS:

- 2D.1 After identifying the gaps in local, state and federally mandated training and education at individual member level and districtwide level captured in critical task 2C.2 above, develop a short-term training and education plan (of courses, classes, manipulative skills exercises, and certifications) that bring employees to a baseline compliance state.
- 2D.2 Establish a training and education program budget to implement, complete, document and evaluate the necessary short-term mandated training.
- 2D.3 Implement the short-term training plan and programs according to an adopted and approved schedule.
- 2D.4 Make adjustments and/or update the short-term training and education plan as needed to meet the necessary and mandated compliance.

OBJECTIVE 2E - Establish an audit and compliance review of the district's training and education program at specific intervals.

TIMELINE: Quarterly



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CRITICAL TASKS:

- 2E.1 Conduct an audit/review of the short-term training and education plan on a quarterly basis, reporting results achieved and any deficiencies in the approved schedule, budget, and program content.
- 2E.2 Conduct an audit/review of the long-term training and education plan on a quarterly basis reporting results achieved and any deficiencies in the approved schedule, budget, and program content.
- 2E.3 After each audit or review, make recommendations to improve, amend or revise the district training and education program as needed.





INITIATIVE 3

Develop a fixed assets and apparatus/equipment and PPE preventative maintenance and capital improvement program for all District owned sites and equipment integrating long term health, safety, risk management, and environmentally friendly solutions.

PURPOSE AND COMMUNITY BENEFIT: To ensure that regular preventative maintenance is identified and not deferred on all physical facilities (sites) and apparatus/equipment and that a planned program is developed and implemented. These preventative measures will be consistent with risk management and best industry practices reducing deferred maintenance and out of service time and improve operational readiness and response. Additionally, that funding is allocated by the District to implement this program through best practice fiscal appropriation methods. Being proactive rather than reactive will reduce excessive out of service time, reduce overall cost, and reduce risk/liabilities. (Operations, Administration, Logistics and Finance)

OBJECTIVE 3A - Develop and implement a fixed facilities preventative maintenance and capital improvement program.

TIMELINE: 5 months and ongoing

CRITICAL TASKS:

- 3A.1 Establish a district building oversight committee in collaboration with fire district, Risk Management and other City/District department personnel as required.
- 3A.2 Perform inspections of all facilities for the purpose of risk management, regulatory compliance and preventative maintenance.
- 3A.3 Through leadership of the fire District, develop a fixed facilities preventative maintenance program schedule.
- 3A.4 Prioritize all items found that need corrective action that are regulatory compliance and safety in nature and those scheduled preventative maintenance.
- 3A.5 Identify essential and non-essential improvements for facilities modernization for regulatory compliance and environmentally friendly (green) standards including but not limited to: energy efficiency, security, accessibility, work force diversity, water conservation and environmental stewardship.

OBJECTIVE 3B - Develop and implement a comprehensive apparatus, equipment, and PPE preventative maintenance and replacement program.

TIMELINE: 2 months and ongoing



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CRITICAL TASKS:

- 3B.1 Establish a District apparatus/equipment/PPE committee and formalize the scope and role and responsibilities of the committee.
- 3B.2 Analyze the current apparatus and equipment preventative and replacement program for cost effectiveness and efficiency.
- 3B.3 Determine and list the gaps between the current program and the desired preventative maintenance program based on best industry standards and practices.
- 3B.4 Ensure that an apparatus and equipment inventory system is in place and current.
- 3B.5 Ensure that the apparatus and equipment preventative maintenance and replacement program is effective, reasonable and meets organizational and operational needs.
- 3B.6 Identify, forecast and budget fiscal appropriations necessary to fund the approved apparatus, equipment, and PPE preventative maintenance and replacement plan.

OBJECTIVE 3C - Develop and implement an organized storage plan for District facilities.

TIMELINE: 2 months and ongoing

CRITICAL TASKS:

- 3C.1 Review and identify gaps in the district's current inventory control plan.
- 3C.2 List best possible solutions that will ensure an effective and efficient inventory control plan based on best industry practices.
- 3C.3 Identify unsafe or unnecessary supplies, equipment, and PPE and dispose of expired or surplus such items.
- 3C.4 Identify current and future space needs for district apparatus, equipment, PPE and supplies.
- 3C.5 Establish an approved inventory list and manage such items using a records management system.

OBJECTIVE 3D - Evaluate and report the effectiveness and efficiency of all aspects of the Districts' fixed facilities, apparatus and equipment maintenance and replacement programs.

TIMELINE: 1 year and ongoing

CRITICAL TASKS:

- 3D.1 Establish a review period for evaluating the effectiveness and efficiency of all aspects of the Districts' fixed facilities, apparatus, equipment and PPE maintenance and replacement programs.
- 3D.2 Establish a schedule for reporting on the effectiveness and efficiency of all aspects of the Districts' fixed facilities, apparatus, equipment, and PPE maintenance and replacement programs.



INITIATIVE 7

To develop and maintain a limited standard of cover (SOC) document that reflects optimal concentration and distribution of resources reflective of the Fire Districts demographics, hazards, critical assets, risks, and response services demands in accordance with best industry practices.

PURPOSE AND PUBLIC BENEFIT: Developing a Standard of Cover document according to the Fire & Emergency Services Standard of Cover Manual (FESSAM) developed by the Commission of Fire Accreditation International and the Center for Public Safety Excellence, allows fire departments an opportunity to closely examine and evaluate the emergency services it delivers to the community. By identifying, examining and evaluating dispatch services, response times, demographics, critical assets at risk, other risks and hazards, water supplies and station locations, the BPFPD will establish baseline data and information based upon its current service delivery system which can be documented, measured and reported, and where improvements can be made.

OBJECTIVE 7A - Establish a standing workgroup or committee of BPFPD personnel to develop a limited SOC document.

TIMELINE: 1 month

CRITICAL TASKS:

7A.1 Establish and formalize an SOC committee or workgroup within the fire district to review and become familiar with the FESSAM SOC guidelines.

7A.2 Determine and establish workgroup or committee guidelines, meeting schedule and reporting methodology and frequency.

OBJECTIVE 7B - Conduct a review and analysis of the most current edition of the Fire & Emergency Services Self-Assessment Manual (SOC) guidelines for familiarization and applicability to the BPFPD's development of a limited SOC document.

TIMELINE: 1 month

CRITICAL TASKS:

7B.1 Obtain copies of the FESSAM SOC guidelines for committee members and the fire district library.

7B.2 Using the checklist in the Appendix of the most recent edition of the CFAI Fire & Emergency Services Self-assessment Manual (FESSAM), complete the inventory of programs and services based upon the Districts' current operations.

7B.3 Using the FESSAM SOC best industry practices, identify and list specific applicable sections and guidelines that the committee or workgroup will use to develop a limited SOC document.



OBJECTIVE 7C - Conduct a comprehensive Community Risk Assessment (CRA) and hazards analysis in accordance with the most recent edition of the FESSAM SOC guidelines and National Fire Protection Association Standards (NFPA).

TIMELINE: 6 months

CRITICAL TASKS:

- 7C.1 Identify, inventory, and report district response area, population/demographic densities, and structure occupancy type locations and densities including fire station locations.
- 7C.2 Identify all structural assets at risk, and all critical facility non-structural risks and assign an asset value to each e.g. maximum, significant, routine, or remote risk.
- 7C.3 Identify and determine acceptable level of risk using existing or revised policies.
- 7C.4 Using ARC GIS, AutoCAD Map3D, MapInfo Pro, or similar applicable GIS software, in conjunction and cooperation with city and county public works and OES departments/agencies, plot the collected spatial data in layers to effectively review and evaluate the districts overall risks.

OBJECTIVE 7D - Review, compare, and evaluate recent previous year's total response time data against the department's service level objectives.

TIMELINE: 3 months and ongoing

CRITICAL TASKS:

- 7D.1 Review and compare emergency response services for all risks for single alarm response (single unit) and effective response force (full first alarm response).
- 7D.2 Review, document and analyze fractal response times including call processing times for all emergency and non-emergency calls, total response times by station (response zone), time of day, type of service call, and incident location.
- 7D.3 Review and identify what maps and exhibits needed to be established to illustrate current deployment and response matrixes.
- 7D.4 Using ARC GIS, AutoCAD Map3D, MapInfo Pro, or similar applicable GIS software, in conjunction and cooperation with city and county public works and OES departments/agencies, plot the collected data in layers to effectively review and evaluate the districts overall response performance.

OBJECTIVE 7E - Identify, evaluate and incorporate recommended improvements to the district's current delivery system.

TIMELINE: 6 months and ongoing

CRITICAL TASKS:

- 7E.1 Review, analyze and identify critical task capabilities for single and effective response force to determine



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if there are any needed changes in procedures or standard operating guidelines.

7E.2 Identify any barriers to providing emergency response services to the jurisdiction.

7E.3 Establish a review and reporting schedule to maintain currency, transparent, and timely information to the fire district board of directors and the community it serves.

