

January 18, 2022 Tuesday @ 6:00 PM
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
FIRE COMMISSIONERS MEETING AGENDA
FIRE STATION 82, SIERRAVILLE CA

THIS MEETING WILL BE CONDUCTED IN PERSON AND VIA “CONFERENCE CALL”. THOSE WISHING TO ATTEND THE MEETING VIA TELEPHONE SHOULD CALL (701) 802-5316 AND USE ACCESS CODE 5188908.

CALL TO ORDER:

Roll Call of Commissioners

{ } Shawn Burt, Chairperson { } Jeff McCollum { } Tom Rowson { } Richard Maddalena
{ } Candy Hunter { } Tom Archer { } vacancy

Quorum Yes/No

PUBLIC INTRODUCTION:

PUBLIC COMMENT:

Matters under jurisdiction of the Sierra County Fire Protection District #1, and not on the agenda, may be addressed by the Public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda. Any member of the public wishing to address the Board during the “Public Comment” period will be limited to a maximum of three minutes.

MINUTES APPROVAL: Approval of the Minutes: 12/14/21

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of December 31, 2021 **H**
2. Approve Bill Payments- Check #'s 7410-7433 Totaling \$97,063.64 **H**
3. Discussion/Action: Review January payment from Sierra County Auditor and authorize payment to Loyaltan Fire **H**

REPORTS & REQUESTS FROM DISTRICT CHIEF, BATTALION CHIEFS AND EMS COORDINATOR:

1. Chief's Report (Response Summary, Fleet, Communications System, Faculties)
2. Training / Recruitment/ Retention
3. Update on input of F-42's in Cal-OES new MARS system for Pre-Position reimbursement

UNFINISHED BUSINESS:

1. Update on PSPS Grant/generator install in Calpine and Sierraville (Rick)
2. Approval of bid for surplus hose washer/dryer
3. Approval of bid for surplus 1983 Chevrolet 4x4 utility truck
4. Update regarding mitigation fee report and fee increase (Tom R./Rick)
5. Committee Report – June 4, 2022 Tour de Manure planning (Tom A./Rick)
6. Committee Report – Updating District Bi-Laws (Rick/Candy)

NEW BUSINESS:

1. Discussion/Action Rudy Hoyos service contract (Tom R.) **H**
2. Action Item: Approve revised Volunteer Reimbursement Policy and Resolution 2022-1 (Tom A./Rick) **H**
3. Discussion of Brown Act annual refresher (Tom A.)
4. Public communication process (Shawn)

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: February 15, 2022 at 6:00pm in Sierraville

ADJOURNMENT:

Key: **T** – Tabled from previous meeting **H** – Handout

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER & EMPLOYER, PLEASE CALL 530.604.4013 AHEAD IF YOU NEED ANY ACCOMODATIONS.

December 14, 2021 Tuesday @ 6:00 PM
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
FIRE COMMISSIONERS MEETING AGENDA MINUTES
FIRE STATION 82, SIERRAVILLE CA

THIS MEETING WILL BE CONDUCTED IN PERSON AND VIA "CONFERENCE CALL". THOSE WISHING TO ATTEND THE MEETING VIA TELEPHONE SHOULD CALL (701) 802-5316 AND USE ACCESS CODE 5188908.

CALL TO ORDER: 6:00 pm

Roll Call of Commissioners

{ X } Tom Rowson, Chairperson { X } Richard Maddalena { X } Laurie Belli { X } Tom Archer
 { X } Candy Hunter **remote** { X } Shawn Burt **remote** { X } Jeff McCollum **remote @ 6:28**
Quorum **Yes/No**

PUBLIC INTRODUCTION: District Clerk Kelly Champion and Fire Chief Connolly

PUBLIC COMMENT: None

Matters under jurisdiction of the Sierra County Fire Protection District #1, and not on the agenda, may be addressed by the Public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of three minutes.

MINUTES APPROVAL: Approval of the Minutes: 11/16/21 **Commissioner Archer moved to approve the 11/16/21 minutes, Commissioner Belli seconded. Roll call vote- 6 Ayes (Maddalena, Belli, Archer, Hunter, Burt, Rowson) 1 Absent (McCollum) motion passed.**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of November 30, 2021 **H Commission reviewed the reports.**
2. Approve Bill Payments **H Commissioner Belli moved to approve the bill payments for \$29,182.51, checks # 7385 – 7409, Commissioner Maddalena seconded. Roll call vote- 6 Ayes (Maddalena, Belli, Archer, Hunter, Burt, Rowson) 1 Absent (McCollum) motion passed.**
3. Discussion/Action authorizing District Clerk to pay Truckee Meadows Fire Protection District \$48,000 on or before January 15, 2022 in accordance with the current Fire Services Agreement **Commissioner Rowson moved to approve payment to TMFPD, Commissioner Hunter seconded. Roll call vote- 6 Ayes (Maddalena, Belli, Archer, Hunter, Burt, Rowson) 1 Absent (McCollum) motion passed.**

REPORTS & REQUESTS FROM DISTRICT CHIEF, BATTALION CHIEFS AND EMS COORDINATOR:

1. Chief's Report (Response Summary, Fleet, Communications System, Faculties) **Chief Connolly reported on responses in the past month, one being a chimney fire where they had been sent to the wrong address and another being an ignitor on a gas stove causing an explosion on Thanksgiving. E282 was chained up and ready. There are some problems with Active 9-1-1 and he is working with Sheriff Fisher on a possible other option.**
2. Training / Recruitment/ Retention **There will be a volunteer organized holiday potluck on Dec 16 at 1800. Commissioner Rowson may have recruited a new volunteer with experience. Last Sunday they had a training where they were able to do 10 live burns. Chief Connolly noted that turnout was a huge success and he was proud to say that all of our volunteers really shined.**
3. Action/Discussion of necessity for SCFPD to input F-42's in Cal-OES new MARS system for Pre-Position reimbursement. (See correspondence) **H Chief Connolly confirmed the email received and that the District was already in the MARS system, he and the Clerk agreed to get together to work on it. Chair Rowson stressed it as a high priority task.**

UNFINISHED BUSINESS:

1. Status of appeal for fire services rendered during the Loylton Fire (Rick/Kelly) **Chair Rowson announced the second appeal had been denied and that was the end of the line for the District.**
2. Update on PSPS Grant/generator install in Calpine and Sierraville (Rick) **Commissioner Maddalena said the Calpine unit was up and running and he was waiting for gas and electrical to be complete in Sierraville. The delay was likely weather related.**
3. Discussion/Action: Volunteer reimbursement policy for federal and state mutual aid requests **Chair Rowson had worked with Commissioner Maddalena to finalize the updated policy. Commissioner Burt felt all concerns had been addressed and it looked good. Commissioner Archer said the next step was to make a Resolution to adopt it and put it on the website under Policies.**

4. Discussion/Action to permanently move meetings to 3rd Tuesday of the month to allow for more time for the Commission to study financials due to bank statement cycle **Chair Rowson clarified that Commission meetings from this day forward shall be held at the same time and place on the third Tuesday of each month. It was agreed that the Bi-Laws should be amended to reflect the permanent change.**
5. Brief Commission on December 7, 2021 BOS meeting regarding mitigation fee report and fee increase decision, and meeting with Tim Beals, Brandon Pangman and Supervisor Roen on December 8, 2021 (Tom R./Rick) **Commissioner Maddalena explained that the fee program went before the BOS where it was decided that they need to go through a process to approve the escalation. One contractor had noted a major discrepancy between east side and west side County fees. They also has received strong feedback regarding decks and outbuildings as to which Commissioner Maddalena noted are both major areas of exposure due to BBQ's, firewood, paint and gas storage, pine needle buildup and so on. There was discussion on whether the District or the BOS was to hold a Public Hearing regarding the increase. Commissioner McCollum felt that the District should not leave things in the hands of the County. Commissioner Maddalena also reported that the BOS had declared the building next to the Sierraville Station a public nuisance because of open sewage trenches, a lack of defensible space and the staircase detaching on the exterior.**
6. Committee Report – June 4, 2022 Tour de Manure planning (Tom A./Rick) **Commissioner's Archer and Maddalena had gotten together with the SRA and an event agreement was being drafted.**

NEW BUSINESS:

1. Discussion/Action of AB5 issues (Tom A.) **H It was the consensus of the Commission to put the topic to rest. Commissioner McCollum didn't see the District having the budget to have employees at this time, Commissioner Maddalena agreed.**
2. Discussion/Action Rudy Hoyos contract (Tom R.) **H Chair Rowson tabled this item to the next meeting.**
3. Discussion Action Kelly Champion contract (Tom R.) **H Commissioner Belli stated that the Clerk is a critical component to the District and described the Clerk as the anchor while the Commissioners are revolving. Commissioner McCollum moved to approve the contract; Commissioner Belli seconded. Roll call vote- 7 Ayes (Maddalena, Belli, Archer, Hunter, Burt, McCollum, Rowson) motion passed.**
4. Discussion/Action to update District Bi-Laws (Rick) **It was discussed that there were a few identified Bi-Laws that needed updating and that some were structural relating to stations and Captains. Chair Rowson appointed a committee of Commissioner's Maddalena and Hunter to work on the updates.**
5. Discussion/Action of annual Chair appointment for 2022 (Tom R.) **Chair Rowson appointed Shawn Burt as Chairperson and Jeff McCollum as Vice Chair beginning January 1, 2022.**
6. Announcement – Resignation of Laurie Belli **H It was announced that Laurie would be resigning effective January 1, 2022. Chairperson Rowson thanked Laurie for all that she had done for the District and wished her the best!**

ANNOUNCEMENTS AND COMMENTS: Commissioner Maddalena and the Clerk discussed listing of the surplus equipment and truck and agreed to connect further on details.

NEXT SCHEDULED MEETING: January 18, 2022 at 6:00pm in Sierraville

ADJOURNMENT: 7:52 pm

Key: T – Tabled from previous meeting H – Handout

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER & EMPLOYER, PLEASE CALL 530.604.4013 AHEAD IF YOU NEED ANY ACCOMODATIONS.

Sierra County Fire Protection District #1
Profit & Loss Budget vs. Actual
 July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
A · Tax Income	0.00	275,313.00	0.0%
B · Fire Income	245,766.25	200,000.00	122.9%
C · Fire House Rent	0.00	1,200.00	0.0%
D · Grant Income	40,846.65	41,400.00	98.7%
G · Interest Income	100.01	300.00	33.3%
L · Miscellaneous Income	10,900.00		
M · Mitigation Fees	1,235.68	10,000.00	12.4%
Total Income	<u>298,848.59</u>	<u>528,213.00</u>	<u>56.6%</u>
Gross Profit	298,848.59	528,213.00	56.6%
Expense			
1.0 · General	24,453.93	79,135.00	30.9%
2.0 · Emergency Medical	776.16	6,000.00	12.9%
3.0 · Communications	2,763.00	3,500.00	78.9%
4.0 · Fire Protection	165,500.08	296,120.00	55.9%
5.0 · Insurance	18,208.81	27,500.00	66.2%
6.0 · Vehicle Repair & Maintenance	22,002.98	57,000.00	38.6%
7.0 · Utilities	7,841.02	17,316.00	45.3%
8.0 · Capital Asset/Mitigation Exp	20,495.78	30,088.00	68.1%
10.0 · Transfer to Reserve - GF	0.00	11,554.00	0.0%
Total Expense	<u>262,041.76</u>	<u>528,213.00</u>	<u>49.6%</u>
Net Income	<u><u>36,806.83</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Sierra County Fire Protection District #1
Profit & Loss Budget vs. Actual- DETAIL
 July through December 2021

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
A · Tax Income			
A.3 · Verdi Tax Income	0.00	18,000.00	0.0%
A.11 · Transient OccupancyTax	0.00	1,000.00	0.0%
A · Tax Income - Other	0.00	256,313.00	0.0%
Total A · Tax Income	0.00	275,313.00	0.0%
B · Fire Income			
B.8 · KNP Complex	64,183.68		
B.7 · Dixie Fire	59,915.52		
B.6 · Beckwourth Complex	98,982.85		
B.5 · Tennant Fire	22,684.20		
B · Fire Income - Other	0.00	200,000.00	0.0%
Total B · Fire Income	245,766.25	200,000.00	122.9%
C · Fire House Rent	0.00	1,200.00	0.0%
D · Grant Income			
D-4 · 50/50 Grant	5,540.00		
D-5 · Title III Funds	495.76		
D-6 · PSPS Grant Income	34,810.89	36,300.00	95.9%
D · Grant Income - Other	0.00	5,100.00	0.0%
Total D · Grant Income	40,846.65	41,400.00	98.7%
G · Interest Income	100.01	300.00	33.3%
L · Miscellaneous Income	10,900.00		
M · Mitigation Fees	1,235.68	10,000.00	12.4%
Total Income	298,848.59	528,213.00	56.6%
Gross Profit	298,848.59	528,213.00	56.6%
Expense			
1.0 · General			
1.1 · Professional Fees	1,950.00	4,500.00	43.3%
1.2 · Clerical	9,566.75	19,750.00	48.4%
1.3 · Office Expense	1,837.84	2,900.00	63.4%
1.4 · Fire House Maintenance	2,904.41	2,000.00	145.2%
1.6 · CSDA Membership	703.00	700.00	100.4%
1.7 · Retention Incentives	183.72	3,000.00	6.1%
1.8 · County Admin Fees	0.00	33,785.00	0.0%
1.9 · Training & Personnel Services	6,000.00	12,000.00	50.0%
1.10 · Miscellaneous Expense	1,308.21	500.00	261.6%
Total 1.0 · General	24,453.93	79,135.00	30.9%
2.0 · Emergency Medical			
2.1 · EMS Training	658.22	3,500.00	18.8%
2.2 · EMS Medical Supplies	117.94	2,500.00	4.7%
Total 2.0 · Emergency Medical	776.16	6,000.00	12.9%
3.0 · Communications			
3.1 · Repeater Site Rental	1,863.00	1,850.00	100.7%
3.2 · Web Site	900.00	1,300.00	69.2%
3.3 · Communication Consulting/Repair	0.00	250.00	0.0%
3.4 · Radio & Repeater Batteries	0.00	100.00	0.0%
3.0 · Communications - Other	0.00	0.00	0.0%
Total 3.0 · Communications	2,763.00	3,500.00	78.9%
4.0 · Fire Protection			
4.1 · Personal Protection Equipment	3,064.14	6,000.00	51.1%
4.2 · Grant Expense			
PSPS Grant Expense	20,629.29	36,836.00	56.0%
Total 4.2 · Grant Expense	20,629.29	36,836.00	56.0%

Sierra County Fire Protection District #1
Profit & Loss Budget vs. Actual- DETAIL
 July through December 2021

	Jul - Dec 21	Budget	% of Budget
4.3 · Operating Supplies & Equipment	5,310.62	22,000.00	24.1%
4.4 · Portable Equipment	0.00	2,000.00	0.0%
4.5 · Equipment Repair & Maintenance	1,279.01	4,000.00	32.0%
4.6 · Fire Training	0.00	3,000.00	0.0%
4.7 · Fire Protection Verdi Long Vall	0.00	48,000.00	0.0%
4.8 · Fire Protection Loyalton	0.00	55,284.00	0.0%
4.9 · Fire Labor			
Beckwourth	39,645.61		
Dixie	21,612.45		
KNP	23,152.54		
Tennant	8,371.01		
Presposition	39,000.00		
Sugar	1,698.37		
Meals	1,478.45		
Mileage	0.00		
4.9 · Fire Labor - Other	0.00	100,000.00	0.0%
Total 4.9 · Fire Labor	134,958.43	100,000.00	135.0%
4.10 · Fire Response Equipment	0.00	17,000.00	0.0%
4.11 · Uniforms	258.59	2,000.00	12.9%
Total 4.0 · Fire Protection	165,500.08	296,120.00	55.9%
5.0 · Insurance			
5.1 · Workers Compensation Insur	557.20	10,000.00	5.6%
5.2 · Liability, Facility, Vehicle	17,651.61	15,000.00	117.7%
5.3 · Firefighter Insurance	0.00	2,500.00	0.0%
Total 5.0 · Insurance	18,208.81	27,500.00	66.2%
6.0 · Vehicle Repair & Maintenance			
6.1 · Fuel	6,424.83	25,000.00	25.7%
6.2 · Labor - Vehicles	3,660.00	8,000.00	45.8%
6.3 · Parts	5,217.06	4,000.00	130.4%
6.4 · Pump Testing	2,385.92		
6.5 · License & Registration	490.02		
6.6 · Outside Repair Services	0.00	3,500.00	0.0%
6.7 · Tools Auto	220.40	1,000.00	22.0%
6.8 · Tires	3,604.75	14,000.00	25.7%
6.9 · Repair & Maint. Misc.	0.00	1,500.00	0.0%
Total 6.0 · Vehicle Repair & Maintenance	22,002.98	57,000.00	38.6%
7.0 · Utilities			
7.1 · Electric	2,128.13	4,200.00	50.7%
7.2 · Propane	2,913.33	7,600.00	38.3%
7.3 · Water	279.36	500.00	55.9%
7.4 · Solid Waste & Groundwater	753.00	1,200.00	62.8%
7.5 · Telephone	459.20	1,200.00	38.3%
7.6 · Internet	1,308.00	2,616.00	50.0%
Total 7.0 · Utilities	7,841.02	17,316.00	45.3%
8.0 · Capital Asset/Mitigation Exp			
8.1 · USDA Rescue Truck Loan Payment	3,044.00	6,088.00	50.0%
8.5 · Type 2 Brush Truck- Sierraville	0.00	12,000.00	0.0%
8.6 · Calpine Siding Replacement	11,950.00	12,000.00	99.6%
8.9 · 2008 Chev Command Vehicle	5,501.78		
Total 8.0 · Capital Asset/Mitigation Exp	20,495.78	30,088.00	68.1%
10.0 · Transfer to Reserve - GF	0.00	11,554.00	0.0%
Total Expense	262,041.76	528,213.00	49.6%
Net Income	36,806.83	0.00	100.0%

Sierra County Fire Protection District #1
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
105 · Sierra County Investment Pool	108,664.05
110 · Wells Fargo Operating 7568	84,292.92
115 · Wells Fargo Savings 6564	50,313.96
Total Checking/Savings	243,270.93
Accounts Receivable	
11000 · Accounts Receivable	126,565.48
Total Accounts Receivable	126,565.48
Other Current Assets	
145 · Prepaid Expense	6,681.31
142 · Other Receivable	310.54
Total Other Current Assets	6,991.85
Total Current Assets	376,828.26
Fixed Assets	
150 · Buildings and Land	311,412.14
152 · Equipment	136,603.37
154 · Vehicles	535,852.81
160 · Accumulated Depreciation	-535,484.00
Total Fixed Assets	448,384.32
TOTAL ASSETS	<u>825,212.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	50,056.61
Total Accounts Payable	50,056.61
Total Current Liabilities	50,056.61
Long Term Liabilities	
250 · USDA Loan	42,364.56
Total Long Term Liabilities	42,364.56
Total Liabilities	92,421.17
Equity	
302 · Investment in Fixed Assets	401,019.76
306 · Capital Asset Reserve	59,839.37
307 · Mitigation Fee Reserve	1,235.68
310 · Retained Earnings	233,889.77
Net Income	36,806.83
Total Equity	732,791.41
TOTAL LIABILITIES & EQUITY	<u>825,212.58</u>

4:41 PM

01/15/22

Accrual Basis

Sierra County Fire Protection District #1

Banking Activity Detail

December 15, 2021 through January 15, 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
105 - Sierra County Investment Pool								
Total 105 - Sierra County Investment Pool								108,664.05
110 - Wells Fargo Operating 7568								
Bill Pmt -Check	12/29/2021	7418	Jeff McCollum	Beckwourth Fire 59 hrs 7/9/21-7/22/21				122,382.58
Bill Pmt -Check	12/29/2021	7410	Louis Siqueido	Beckwourth Fire 9 hrs 7/9/21-7/22/21			-1,836.02	122,382.58
Bill Pmt -Check	12/29/2021	7411	Matt Wellise	Beckwourth Fire 48 hrs 7/9/21-7/22/21			-280.07	122,102.51
Bill Pmt -Check	12/29/2021	7412	Mick Connolly	Beckwourth Fire 312 hrs 7/9/21-7/22/21			-1,493.71	120,608.80
Bill Pmt -Check	12/29/2021	7413	Mike Cory	Beckwourth Fire 312 hrs 7/9/21-7/22/21			-9,709.13	110,899.67
Bill Pmt -Check	12/29/2021	7414	Rudy Hoyos Volun...	Beckwourth Fire 264 hrs 7/9/21-7/22/21			-9,709.13	101,190.54
Bill Pmt -Check	12/29/2021	7415	Ryan Thompson	Beckwourth Fire 48 hrs 7/9/21-7/22/21			-8,215.42	92,975.12
Bill Pmt -Check	12/29/2021	7416	Serenity Enriquez	Beckwourth Fire 231 hrs 7/9/21-7/22/21			-1,493.71	91,481.41
Bill Pmt -Check	01/07/2022	7419	AT&T-Calpine	9391059370			-7,188.49	84,292.92
Bill Pmt -Check	01/07/2022	7420	Cascade Fire Equi...	Drip Torch			-21.25	84,271.67
Bill Pmt -Check	01/07/2022	7421	High Sierra Gas				-258.40	84,013.27
Bill Pmt -Check	01/07/2022	7422	Intermountain Disp...				-1,422.44	82,590.83
Bill Pmt -Check	01/07/2022	7423	O'Reilly Automotive				-49.14	82,541.69
Bill Pmt -Check	01/07/2022	7424	Plumas-Sierra REC				-267.00	82,274.69
Bill Pmt -Check	01/07/2022	7425	Plumas-Sierra Tel...				-428.01	81,846.68
Bill Pmt -Check	01/07/2022	7426	Sierra Valley Hom...	2 dura trac cord reels			-218.00	81,628.68
Bill Pmt -Check	01/07/2022	7427	Sierraville Public U...				-112.59	81,516.09
Bill Pmt -Check	01/07/2022	7428	Sierraville Service ...	December 2021 Fuel Charges			-49.34	81,466.75
Bill Pmt -Check	01/07/2022	7429	Truckee Meadows ...	2021/2022 Annual Contract Payment			-756.70	80,710.05
Check	01/07/2022	7417	AT&T	VOID: Misprint			0.00	80,710.05
Deposit	01/07/2022			Deposit		L · Miscellaneous Income	148.66	32,858.71
Deposit	01/07/2022			Deposit		L · Miscellaneous Income	100.00	32,958.71
Bill Pmt -Check	01/09/2022	7430	Kelly Champion	January 2022			-2,600.00	30,358.71
Bill Pmt -Check	01/09/2022	7431	Les Schwab Tire	Winter Tires for 2008 Chevrolet			-1,708.75	28,649.96
Bill Pmt -Check	01/09/2022	7432	Mick Connolly	January Professional Services			-1,000.00	27,649.96
Bill Pmt -Check	01/09/2022	7433	Rudy Hoyos Repair	33hrs @ \$15			-495.00	27,154.96
Total 110 - Wells Fargo Operating 7568							-97,063.64	27,154.96
115 - Wells Fargo Savings 6564								
Deposit	12/31/2021			Interest		X G · Interest Income	0.43	50,313.53
Total 115 - Wells Fargo Savings 6564							0.43	50,313.96
TOTAL							-97,063.21	186,132.97



Sierra County Fire Protection District # 1
PO Box 255
Sierraville, CA 96126
www.sierracountyfireprotectiondistrict1.com

Commissioners
Thomas Rowson – Chairman
Rick Maddalena
Thomas Archer
Shawn Burt
Laurie Belli
Candy Hunter

January 18, 2022

City of Loyalton
P.O. Box 128
Loyalton, CA 96118

To Whom it May Concern:

Enclosed is a check in the amount of \$24,235.06. This is the first payment for the current fiscal year July 1, 2021 through June 30, 2022 of property tax pursuant to the Fire Service Agreement for fire and emergency medical service to areas outside the City of Loyalton. The agreement specifies that these funds are to be used solely by the Loyalton Fire Department.

Also enclosed, for transparency purpose, is the January 3, 2022 memorandum from Sierra County Auditor/Controller to our District regarding the distribution of taxes. Additionally, we are sending our worksheet calculating that portion being passed on to Loyalton per our agreement with the updated assessed value of 27.11% of the total.

If you have questions, please direct them to Commissioner Tom Rowson at 530.251.7772 or tkrowson@psln.com.

Respectfully,

A handwritten signature in black ink that reads "Kelly Champion".

Kelly Champion, Clerk
Sierra Co. FPD #1

CC: Chief Heywood, heywoodshawn@gmail.com and Assist. Chief DeMartini, rdemartini65@gmail.com

Loyalton 21/22 Distribution #1

Per January 3, 2022 MEMO from Sierra County Treasurer/Tax Collector

Current Secured Property Tax	\$131,413.08
Current Unsecured Property Tax	7,204.43
Prior Unsecured Property Tax	
Supplemental Property Tax	
Supplemental Unsecured	
Property Tax Roll Fees	<u>(33,446.60)</u>
	<u>\$105,170.91</u>
Loyalton Assesed Value @ 27.11%	28,511.83
SCFPD#1 Overhead @ 15%	(4,276.78)
Total Payment to Loyalton Fire	<u><u>\$ 24,235.06</u></u>

VID 0713
453-9999-7400

Sierra County
Auditing Department
P.O. Box 425
Downieville, CA 95936
(530) 289-3273 Fax (530) 289-2842



Memo

To: Sierra County Fire Protection District #1
From: Van Maddox, Auditor/Controller - Treasurer/Tax Collector - Risk Manager - Budget
Date: January 3, 2022
Re: Distribution of Taxes - December Apportionment

Enclosed, please find a check for tax distribution in the amount of	<u>\$ 150,255.82</u>
Verdi Zone of Benefits	9,539.89
Current Secured property tax	131,413.08
Current Unsecured Property Tax	7,204.43
Fire Mitigation Fees	22,774.83
Prior Unsecured Property Tax	-
Supplemental Property Tax	-
Supplemental Unsecured	-
Timber Yield Tax	-
TOT EMS	10,239.84
Homeowners Property Tax	-
Interest Apportionment	64.07
Property Tax Roll Fees	<u>(33,446.60)</u>
Subtotal	147,789.54
Less: Prior Years Fire Mitigation Fees	2,466.28
Total Check Amount Enclosed:	<u>\$ 150,255.82</u>

If you have any questions regarding this payment, please contact the Sierra County Auditor's Office at (530) 289-3273

Assessed Values of Sierra County Fire Protection District #1

2019/2020

<u>Area:</u>	<u>Assessed Value</u>	<u>% of Total</u>
Loyalton Service Area:	\$84,475,210	26.56%
TM Fire Service Area:	\$49,990,855	15.72%
SCFPD#1 Other:	<u>\$183,614,007</u>	<u>57.72%</u>
Total:	\$318,080,081	100%

2020/2021

<u>Area:</u>	<u>Assessed Value</u>	<u>% of Total</u>
Loyalton Service Area:	\$93,844,813	27.11%
TM Fire Service Area:	\$56,108,698	16.20%
SCFPD#1 Other:	<u>\$196,313,755</u>	<u>56.69%</u>
Total:	\$346,267,266	100%

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("**Agreement**") is entered into as of January 1, 2022 by and between **SIERRA COUNTY FIRE PROTECTION DISTRICT No 1**, a public agency, ("District"), and Rudy Hoyos, with a principal place of business in Sierra County California ("**Contractor**").

1. Services.

1.1 Nature of Services. Contractor will perform the services, as more particularly described in **Exhibit A**, as an independent contractor. The Services have been specially ordered and commissioned by District.

1.2 Relationship of the Parties. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All Services shall be performed only by Contractor. Under no circumstances shall Contractor, look to District as his/her employer, or as a partner, agent or principal. Neither shall Contractor be entitled to any benefits accorded to District's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay.

1.3 Compensation and Reimbursement. Contractor shall be compensated and reimbursed for the Services as set forth on **Exhibit B**. Completeness of work product shall be determined by District in its reasonable discretion, and Contractor agrees to make all revisions, additions, deletions or alterations as requested by District. No other fees and/or expenses will be paid to Contractor, unless such fees and/or expenses have been approved in advance by the District Chief or Commission of rendering such services. Contractor shall be solely responsible for any and all taxes applicable to such compensation.

2. Term of Agreement, Renewal and Termination.

2.1 Term. This Agreement shall be effective from the date set forth above and continue for a period of two (2) years ending on January 1, 2024 unless sooner terminated or amended by either Party in accordance with the terms and conditions of this Agreement ("Term").

2.2 Renewal and Extension. This Agreement may be renewed and extended for the same duration as the initial term, as the Parties may then mutually agree.

2.3 Termination. This Agreement is terminable by either Party at any time with four (4) weeks' advance written notice, with or without cause, effective upon notice to the other party. If District exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease after four weeks from the date of notice. If Contractor exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease after four weeks from the date of notice. Contractor shall be entitled to be paid for services provided to date of termination, unless Contractor shall be in breach or default of the material terms and conditions hereof.

2.4 Termination for Cause. This Agreement may be terminated at any time, with or without notice, in the event of a breach or default of any of the material terms hereof by either Party.

3. Additional Provisions.

3.1 Non-Discrimination. The contractor will represent District in a positive, courteous and professional manner. District has non-discrimination policies and Contractor will uphold these policies and treat all guests, regardless of race, religion, ethnicity, and sexual orientation, equally.

3.2 Governing Law and Attorney's Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of California, without regard to its choice of law principles. In any action or suit to enforce any right or remedy under this Agreement or to interpret any provision of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs and other expenses.

3.3 Entire Agreement. This Agreement, including the Exhibits, which are incorporated herein by this reference, constitutes the entire understanding and agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous agreements or understandings, inducements or conditions, express or implied, written or oral, between the parties.

3.4 Amendment and Waivers. Any term or provision of this Agreement may be amended, and the observance of any term of this Agreement may be waived, only by a writing signed by the party to be bound. The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of any party to enforce any of the provisions hereof shall not be construed to be a waiver of the right of such party thereafter to enforce such provisions.

3.5 District Facility Use. Contractor will not use District property to perform work on other client projects.

CONTRACTOR

**SIERRA COUNTY FIRE PROTECTION
DISTRICT#1**

By: _____
Rudy Hoyos, Principal

By: _____
Shawn Burt, Chairman

DATE: _____

EXHIBIT A

Description of Services

Services to be provided by Contractor:

This position is responsible for the maintenance and service of all fire district vehicles. It requires the knowledge of the proper mechanical operation of fire type vehicles and the correct techniques for their maintenance and service. This position will maintain a readily available inspection record of the maintenance and service status of each District vehicle.

Work space has been provided at Station 82 in Sierraville. The Contractor agrees to maintain this space in a clean and orderly manner. Contractor is responsible for providing all necessary tools.

Any material or parts purchased will require submission of receipts in a manner that allows the District Clerk to clearly identify the apparatus or facility that the parts and material were used for. The receipts will be submitted to the Clerk as soon as the work is completed. Failure to comply with receipt submission will result in the withholding of the salary and the hourly wage until the parts or materials are clearly identified.

Critical Tasks are considered part of the monthly salary agreement as set forth in Exhibit B. Other work performed will be compensated by the hourly rate in Exhibit B and work performed shall only occur after approval of the Fire Chief or Commission. Contractor may decline any task that he/she considers outside of his/her knowledge base and experience level.

Critical Tasks

Each month, for each truck:

- Contractor will check the air compressor and lines for leaks. Ensure batteries are fully charged, corrosion free and that all belts and hoses are in good working order. Check each vehicle for any recent body damage and report findings to the Chief if any damage is discovered.
- Contractor will ensure the brakes on each vehicle work properly (Contractor is not responsible for brake repair). All fluids shall be maintained at proper levels, and that the drive line and fittings are greased. Motors will be checked for overall appearance and oil and exhaust leaks. Ensure that the exhaust system is in good working order.
- Contractor will ensure the heater-defroster work properly and no moisture is allowed to build up on the windshield. Windshield wipers shall be inspected and replaced as needed. All apparatus windows must operate.

- All vehicles will be checked to ensure that they are maintaining the proper turning radius and that the tires are undamaged and wearing properly. Inspect all rims for damage and ensure lug nuts are tight. Vehicle frames shall be inspected.
- Ensure code 3 equipment is functioning properly. At least one horn on each vehicle shall be in working order. Lights and mirrors shall operate as designed.
- Inspect SCBA air tanks and masks and ensure tanks are properly pressurized.

Other Critical Tasks:

- The motor oil for all vehicles shall be changed each year.
- Preventative maintenance on all vehicles will be done in accordance with the manufacturer's recommendation.
- Install and remove tire chains on apparatus per the Fire Chiefs direction.
- All used fluids will be disposed of in a manner consistent with law.

Any requests by the Fire Chief or Commission to perform facility maintenance, repair and upgrade is considered extra and will be invoiced as additional hours under appendix B rates.

All vehicle maintenance and repairs not listed in critical tasks will be considered additional billable hours.

EXHIBIT B
Payment

Compensation

Contractor shall receive payment in the sum of \$600.00 per month which shall be due and payable on or before the 15th day of each and every month during the term hereof. Additional services, as requested and approved by the Chief and Commission, shall be paid at the rate of \$25.00 per hour and shall be invoiced and accounted for each month by Contractor.

Amended by Commission vote 01/18/22

SIERRA COUNTY FIRE PROTECTION DISTRICT #1

VOLUNTEER REIMBURSEMENT POLICY

To the extent that the Sierra County Fire Protection District #1 (the District) has received reimbursement for or confirmation of reimbursement for **Services** and **Eligible Expenses** provided by its Volunteer(s), the District may, in its discretion, reimburse its Volunteer(s) for such services. Reimbursement shall be at the **Salary Rates** established annually with the California Emergency Management Agency. Those Salary Rates will be used for reimbursement of Volunteers less District's cost of collection.

Eligible Expenses may include, but not necessarily be limited to, reimbursement for mileage, calculated from District Station 82 to the site of providing of services, lodging and meals. Such expenses shall be documented by receipts showing payment by the Volunteer.

To minimize financial impacts to Volunteers, the District may, by action of the Commission, choose to make advanced payments to Volunteers as may be applicable under the following situations.

A. LOCAL INCIDENT OR PREPOSITIONED:

When a Volunteer has been assigned to a Local Incident within District Boundaries or has been Prepositioned within the District, an advancement to reimburse for Salary Rates or Eligible Expenses may be made, in the reasonable discretion of the Commission. Reimbursement shall not exceed 50% of the anticipated and invoiced amount authorized by the Commission if the Commission determines that funds are available to do so.

B. OUT OF DISTRICT INCIDENTS:

When a Volunteer has been assigned to an Incident outside of District Boundaries, advancement for reimbursement will only be made with funds received by the District, which funds have been generated from cost recovery efforts from prior Out of District Incidents. The Commission may authorize an advanced payment in the discretion of the Commission in an amount not to exceed \$2,000 or 50% of the anticipated Salary Rate to be received, whichever is less, at a Regular Meeting of the Commission.

PAYMENT EXPECTATION AND WITHHOLDING:

The District is a Volunteer Organization. Volunteers are normally not reimbursed for their service. Exceptions occur when volunteers are mobilized for reimbursable assistance within the authority, scope, and terms of Cooperative Agreements or under the authority of the CFAA agreement. Since these assignments are normally infrequent and unscheduled, volunteers are cautioned not to expect these assignments as normal income.

The amounts reimbursed for these assignments can be substantial. The District does not withhold State or Federal income tax from these payments. Each Volunteer should be aware that the funds earned from mutual aid assignments are taxable and that the District will generate a **1099-NEC (Non-Employee Compensation)** income form that will document these earnings to the State of California and the IRS. The Commission is not giving tax advice but recommends Firefighters participating in these events should consult a professional tax adviser to determine how much to set aside for taxes so that there will be no unexpected tax consequences. A copy of this policy statement should be given to each Volunteer upon dispersal of their first payment.

RESOLUTION 2022-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SIERRA
COUNTY FIRE PROTECTION DISTRICT #1 TO APPROVE
REIMBURSEMENT POLICY FOR VOLUNTEER SERVICES**

WHEREAS, the District has previously adopted a Policy to Reimburse Volunteers for expenses related to Incidents where District anticipates being paid for response by requesting agency;

WHEREAS, the Commissioners of the District desire to support and retain its Volunteers and to provide reimbursement when in the discretion of the Board of Commissioners it is appropriate to do so, and

WHEREAS, the Board of Commissioners desire to hereby amend and revise the District Volunteer Reimbursement Policy,

NOW BE IT HEARBY RESOLVED that the Reimbursement Policy for Volunteer Services, attached hereto, is approved and adopted. Passed this 18th Day of January, 2022 at the Regular Meeting of the Board of Commissioners of Sierra County Fire Protection District #1 by the following Roll Call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Shawn Burt, Chairman

ATTEST:

Kelly Champion, District Clerk