

July 19, 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**. YOU MAY ALSO ACCESS VIDEO AND ONE-WAY AUDIO VIA ZOOM AT THE FOLLOWING LINK:
<https://uso2web.zoom.us/j/8274761160?pwd=NGVuTCtJL3d2akZGanpUVzlsSGF2UTo9>

Meeting ID: 827 476 1160, Passcode: 419056

CALL TO ORDER:

Roll Call of Commissioners

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

Quorum Yes/No

OATH OF OFFICE - Commissioner Fisher

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 five minutes.

MINUTES APPROVAL: Approval of the Minutes: 06/23/22

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of June 30, 2022 **H**
2. Approve Bill Payments **H**
3. Update on Prepositioning Pay
4. Tour de Manure **H**

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities)
2. Training / Recruitment/ Retention

UNFINISHED BUSINESS:

1. Public Hearing to Review and Adopt the 2022-2023 Capital Improvement Plan – 6:15pm **H**
2. Update on Calpine siren project (Shawn/Jeff)
3. Update on Sattley property project (Rick)
4. Discussion/Action - Code of Ethics and Values (Candy/Tom A) **H**
5. Discussion/Action – Financial Reserve Policy (Candy/Tom A) **H**

NEW BUSINESS:

1. Discussion/Action regarding payoff USDA loan in the amount of \$33,123
2. Fire Safe Council Fuels Trailer Management (Tom A/Rick)
3. Follow up on TNF Agreement (Rick)

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: August 16, 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.

June 23, 2022 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. YOU MAY ALSO ACCESS VIDEO AND ONE-WAY AUDIO VIA ZOOM AT THE FOLLOWING LINK: <https://us02web.zoom.us/j/8274761160?pwd=NGVuTCtJL3d2akZGanpUVzlsSGF2UTo9>

Meeting ID: 827 476 1160, Passcode: 419056

CALL TO ORDER: 6:01 pm

Roll Call of Commissioners

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

Quorum **Yes/No**

PUBLIC INTRODUCTION: John Mitchell and Mike Estrada from Calpine Community Fire Association (video recording), Russell Rosewood, Clerk Kelly Champion.

PUBLIC COMMENT: Russell Rosewood requested the siren in Calpine be operational and tested on Sunday's at noon.

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 five minutes.

MINUTES APPROVAL: Approval of the Minutes: 05/17/22 **Commissioner Maddalena moved to adopt the minutes as presented, Commissioner Rowson seconded. 6 Ayes, motion passed.**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of May 31, 2022 **H**
2. Approve Bill Payments **H**
Commissioner Archer moved to approve the Profit & Loss, Balance Sheet, Report of Funds and Bill Payments, Commissioner Hunter seconded. 6 Ayes, motion passed.
3. FYE 2023 Budget **H**
It was the consensus of the Commission to remove income line 5 of Incident Reimbursements of \$200,000 and corresponding expense line 32 for Incident Labor/Equipment of \$120,000, and also to reduce expense line 41, Reserve Transfer to \$180,000 to have a balanced budget. Commissioner Rowson moved to adopt the preliminary budget as amended, Commissioner McCollum seconded. 6 Ayes, motion passed.
4. Update on Prepositioning Pay **Clerk has received two checks and waiting for invoice and payment info.**

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities)
2. Training / Recruitment/ Retention
3. Tour de Manure
Fire Chief Connolly was not present but provided a written report. The Commission took a few minutes to read the report and it was commented on the quality and presentation of the report. The need to get the volunteer flyers out to other agencies to post through social media and other avenues was discussed. Comm. Maddalena commented on the Tour de Manure and Comm. Hunter questioned the rider limit. The event had over 64 volunteers in total and Commissioners expressed their gratitude.

UNFINISHED BUSINESS:

1. Discussion/Action regarding Calpine siren (Shawn/Jeff) **Chair Burt pointed out that the siren is still active. The committee was still facing challenges on pricing, Pat Blide was going to work on building a mount for the station and Bed Edwards was going to work on remote operation. Comm. Archer commented that Everbridge and other emergency alert systems cannot be underestimated.**

2. Web Site Update (Candy) **Comm. Hunter worked with Rick to update the About Us page and was still working on Streamline's compliance recommendations. She reviewed her questions and comments with the Commission.**
3. Discussion/Action regarding fleet update/replacement priorities (Rick) **Comm. Maddalena reported that E84 was the highest priority engine for structure fires to be replaced and that Chief Connolly was working with Fremont F.D. to obtain a replacement. B84 is the highest priority engine replacement for brush fires and he is hoping to replace through a CalFire or TMFPD surplus. The Commission agreed to make the two engines priority.**
4. Discussion/Action - Capital Improvement Plan (Finance Committee) **H Comm. Maddalena presented the draft annual CIP. Clerk reviewed updates and areas still needing clarification.**
5. Discussion/Action regarding Sattley property (Rick) **Comm. Maddalena working on property address issues.**

NEW BUSINESS:

1. Introduction for Discussion: Code of Ethics and Values (Candy/Tom A) **The draft policy was presented and it was agreed to remove some items and shorten it.**
2. Introduction for Discussion: Financial Reserve Policy (Candy/Tom A) **There was discussion on various min. and max amounts to use for both Operating and Capital Reserves.**
6. Approval of Annual Audit Contract not to Exceed \$4,290 (Kelly) **Commissioner McCollum moved to approve the audit contract, Commissioner Maddalena seconded. 6 Ayes, motion passed.**

ANNOUNCEMENTS AND COMMENTS: Commissioner Maddalena announced that the Sheriff has launched the Zonehaven Evacuation Management and Community Support program. Clerk requested a letter for a resident stating their property is within the District for insurance purposes.

NEXT SCHEDULED MEETING: July 19, 2022 at 6:00pm in Sierraville

ADJOURNMENT: 7:23 pm

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

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Finance

Tour de Manure 2022 Estimate		As of July 5, 2022-please be aware there are some outstanding checks to confirm		
Rider Income	39,018.52			
Rider refunds (withdrawals)	-3952			
TDM supplies (receipts available)	-345.45			
Services TDM (receipts available)	-712.58			
TDM Advertising (Posters, flyers)	-414.32			
TDM Sierra County Permit Costs	-550	County should refund 500		
TDM Food and Dry Goods	-4129.33			
TDM Beer license/insurance	-413			
TDM T-shirts	-2431.36			
TDM Event Liability Insurance	-1973.4			
TDM Kleen Kanteens	-1334.76			
TDM Sanitation	-2134.28			
TDM Garbage	-518.2			
TDM Swag Shack Sales T-shirts/Kleen Kanteen/lunch/beer	5863.94			
Sierraville Fire Jersey Sales/water bottles	-570	wrote check		
Donation to Sierra County Fire Protection District	-2265	wrote check		
Donation to Sierraville Recreation Association	-1969	Kept	Estimate of SRA 40%:	8663.91
			Estimate of Fire 60%	12995.87
To be split 60/40	21,169.78		Total	21,169.78



Sierra County Fire Protection District # 1
PO Box 255
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SIERRA COUNTY FIRE PROTECTION DISTRICT #1

NOTICE OF PUBLIC HEARING

SUMMARY OF 2022/2023 PROPOSED CAPITAL IMPROVEMENT PLAN

NOTICE IS HEREBY GIVEN that the Board of Commission of the Sierra County Fire Protection District #1 (District) will hold a public hearing to review, explain and allow for public comment and input on the following:

Public Hearing to Review and Adopt the 2022-2023 Capital Improvement Plan

HEARING DATE: July 19, 2022

HEARING TIME: 6:15 pm, or as soon thereafter as the matter may be heard

PLACE: Sierraville Fire Station, 102 E. Main Street, Sierraville, CA 96126

SUMMARY OF BUDGET HEARING: The Board of Commission will consider and adopt the Capital Improvement Plan (the Plan) for the 2022-2023 Fiscal Year. The Plan identifies capital improvements, acquisitions, repairs and replacements for District Capital Assets, including Fire Stations, Apparatus and Equipment, necessary for the performance of Fire Protection and the rendering of Emergency Medical Services for the Communities within District jurisdictional boundaries.

Further, the Plan will inform and provide a nexus for the future establishing, amending or increasing Fire Mitigation Fees, as adopted and currently in effect pursuant to

Sierra County Code section 12.06.050. A copy of the proposed Budget and Capital Improvement Plan are on file with the Clerk to the Board, are open to public inspection and are available on the District's website at www.sierracountyfireprotectiondistrict1.org.

NOTICE IS FURTHER GIVEN that on the above date and time, the Board of Commissioners will conduct a public hearing on the foregoing. The Board will hear and consider Public input. Thereafter, the Board may adopt, revise, change, reduce or modify the proposed Budget or Plan.

IF YOU WISH TO BE HEARD ON THESE MATTERS, a public hearing will be held at the time and place described above. Public comment will be accepted by the Board and may be submitted to the Clerk to the Board at www.sierracountyfireprotectiondistrict1.org or by mail at P.O. Box 255, Sierraville, California 96126, and in person at the public hearing until the close of public comment on the agenda item. In compliance with the American Disabilities Act, if you need special assistance to participate in this meeting, please contact the District at least 48 hours preceding the meeting.

**2022/2023 CAPITAL IMPROVEMENT PLAN
SIERRA COUNTY FIRE PROTECTION DISTRICT #1**

Pursuant to Section 66006 of Government Code, the District is required to annually make available to the public specific information related to the prior year's activity for development impact fees within 180 days after the last day of each fiscal year.

Sierra County Fire Protection District #1 collects development impact fees within Fire District boundaries which includes the nonincorporated communities of Sierraville, Sattley, Calpine, Sierra Brooks, Loyalton Pines, Long Valley and Verdi and neighboring ranches, farms, and recreation attractions. Development Impact Fees were first approved by the Sierra County Fire District Board of Commissioners and the Sierra County Board of Supervisors in 2011.

The content of this report will outline the spending plan for those fees collected up to and including fiscal year ending 6/30/2022 as well as 5 year projections.

An annual inventory of fee collection and projects funded since the imposition of the District's Impact Fee is available upon request.

FIRE IMPACT FEE SCHEDULE

An updated Fire Impact Fee Nexus Study was completed by Hansford Economic Consulting and approved by the Sierra County Fire Protection District Board of Commissioners and the Sierra County Board of Supervisors in 2020. The complete Study is available online at www.sierracountyfireprotectiondistrict1.org or by calling (530)604-4013.

The purpose of the Fire Impact Fees is to finance public facilities and equipment as described. A detailed list of applicable structure and use projects are outlined in Appendix A of the 2020 Impact Fee Study, and available at www.sierracountyfireprotectiondistrict1.org or by calling (530)604-4013.

PLANNED FACILITIES, APPARATUS, VEHICLE & EQUIPMENT

ADA Building Compliance/Bathroom Remodel-Station 82 Sierraville	\$	50,000
Upstairs Completion/ADA Compliance/Exterior Access-Station 84 Calpine	\$	170,000
New 3 Bay Station & Maintenance Facility-Sattley	\$	1,044,770
Replacement Water Tender (2)	\$	650,000
Command Vehicle-Purchased 6/2021	\$	4,023
Type II Engine-Purchased 9/2021	\$	5,000
Rescue 4WD Vehicle UTV Truck Style/Stokes EMS Equipment	\$	45,000
Well/Water Storage Tank-Loyalton Pines Area	\$	60,000
Dog Valley Fire Lane-Purchased 8/2020	\$	5,000
CIP & Impact Fee Analysis Study	\$	33,207
	\$	2,067,000

Current Fee	Proposed Fee*
\$1.96	\$2.02

**Fees are adjusted annually according to the Engineering News Record San Francisco Construction Cost Index March to March for a July 1 implementation not to exceed 3%.
March 2021-March 2022 - 8.9%*

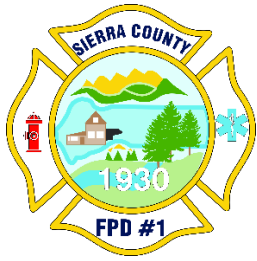
SIERRA COUNTY FIRE PROTECTION DISTRICT #1 - IMPACT FEE EXPENDITURE SUMMARY & 5-YEAR PROJECTION

Following is an account of the 2020/2021 and the 2021/2022 impact fee collection and expenditure detail through June 30th, 2022 with projected 2023-2027 collection and expenditures:

	ACTUAL 2020/2021	ACTUAL 2021/2022	PROJECTED 2022/2023	PROJECTED 2023/2024	PROJECTED 2024/2025	PROJECTED 2025/2026	PROJECTED 2026/2027
Beginning Fund Balance	\$ 964	\$ -	\$ 46,426	\$ 56,426	\$ 36,426	\$ 16,426	\$ 18,426
Annual Fees Collected	\$ 10,401	\$ 46,606	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Interest Earned							
Adjustment*	\$ (1,135)	\$ 4,820					
Refunds							
Total Revenue	\$ 10,230	\$ 51,426	\$ 56,426	\$ 66,426	\$ 46,426	\$ 26,426	\$ 28,426

Annual Expenditures	Cost	Total % Funded- Impact Fees						
Station 82 - ADA Bldg Compliance/Bathroom Remodel	\$ 50,000							
Station 84 - Upstairs Completion/ADA Compliance/Exterior Access	\$ 170,000							
Station 83-New 3 bay Maint. Fac./Fire Stn.	\$ 1,045,977							
Command Vehicle	\$ 11,992	34%	\$ 4,023					
Replacement Water Tender (2)	\$ 650,000							
Rescue UTV/Stokes EMS Equip.	\$ 45,000							
Type II Engine	\$ 5,000	100%	\$ 5,000					
Well/Water Storage Tank	\$ 60,000	100%		\$ 30,000	\$ 30,000			
Dog Valley Fire Lane	\$ 5,000	100%	\$ 5,000					
CIP & Impact Fee Analysis Update	\$ 33,207	100%	\$ 1,207			\$ 8,000		
Office Expense/Bank Fees								
Total Expenditures by Year			\$ 10,230	\$ 5,000	\$ -	\$ 30,000	\$ 30,000	\$ 8,000
Total Expenditures to Date								\$ -
IMPACT FEE BALANCE			\$ -	\$ 46,426	\$ 56,426	\$ 36,426	\$ 16,426	\$ 18,426

*20/21 adjustments reflects \$1280 uncollected on permit and \$145 adjustment between Building Dept. & Auditor. 21/22 adjustments reflect anticipated payment of uncollected fees from prior years per Building Dept. internal audit. All prior uncollected fees have been invoiced through County Auditor.



SIERRA COUNTY FIRE PROTECTION DISTRICT #1

ETHICS POLICY

It is the policy of the Sierra County Fire Protection District #1 that its volunteers, contract services partners and board members uphold the highest standards of ethical, professional behavior as set forth below:

- 1) Hold paramount the safety, health and welfare of the public in the performance of their professional duties.
- 2) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the Fire Service's profession.
- 3) Treat with respect and consideration all persons that the District serves.
- 4) Engage in carrying out the District's mission in a professional manner.
- 5) Recognize that the chief function at all times is to serve the best interests of the District's constituency.
- 6) Accept as a personal duty the responsibility to keep up to date on training, emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- 7) Respect the structure and responsibilities of the board of directors, providing them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of directors.

- 8) Keep the community informed about issues pertaining to fire suppression and public safety.
- 9) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- 10) Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- 11) Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all duties in order to inspire confidence and trust of the District's constituents.
- 12) Avoid any interest or activity that is in conflict with the conduct of their official duties.
- 14) Respect and protect privileged information to which volunteers, contract services partners and board members have access to in the course of their official duties.
- 15) Strive for personal and professional excellence and encourage the professional developments of all team members.



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FINANCIAL RESERVE POLICY

PURPOSE

Sierra County Fire Protection District #1 (the District) shall maintain reserve funds in order to establish the level of reserves necessary for maintaining the District's credit worthiness and to adequately provide for:

- Funding infrastructure replacement.
- Economic uncertainties and other financial hardships.
- Loss of significant revenue sources such as property tax receipts, assessments or mitigation fees.
- Local disasters or catastrophic events.
- Future debt or capital obligations.
- Cash flow requirements.
- Unfunded mandates including costly regulatory requirements.

POLICY

Operating Reserves

The minimum amount of Operating Reserves will equal six (6) months of Operating Expenses. The maximum amount of Operating Reserves will equal two (2) years of Operating Expenses.

Capital Reserves

Capital Reserves will be accumulated to fund infrastructure projects, fire and emergency vehicles, apparatus and equipment and will be an integral part of the District's Capital Plan. A key objective for accumulating Capital Reserves is to minimize external borrowing and interest expense. The minimum amount of Capital Reserves will equal \$50,000, (Fifty Thousand Dollars). The maximum amount of capital reserves will not exceed \$2,000,000, (Two Million Dollars).

Procedure for Using Reserve Funds

Operating Reserves

Operating reserves can be used at any time to meet cash flow requirements of District operations as may be reasonably necessary or financially required.

Capital Reserves

The Commission may authorize use of Capital Reserve funds during the budget process. Capital Reserves may also be available and used for unplanned or unbudgeted capital replacements. Authorization for the use of Capital Reserves for unplanned capital replacements will be consistent with the District's Purchasing Policy.

Procedure for Monitoring Reserve Levels

The Chairperson or appointed Board Member(s), such as a Finance Committee, shall perform a reserve analysis to be submitted to the Board of Commissioners upon the occurrence of the following events:

- Board deliberation of the annual Capital Replacement Plan;
- Board deliberation of the annual Budget, or
- When a significant change in conditions or circumstance that threaten the reserve levels established by this Policy.

If the analysis indicates projected or actual reserve levels falling 10% below or above the levels outlined in this policy, at least one of the following actions shall be included with the analysis:

- An explanation of why the reserve levels are not at the targeted level, and/ or
- An identified course of action to bring reserve levels within the minimum and maximum levels prescribed hereby.



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RESOLUTION 2022-06

A RESOLUTION OF THE BOARD OF COMMISSIONERS ADOPTING A FINANCIAL RESERVES POLICY

WHEREAS, the Board of Commissioners desires to adopt and maintain a Financial Reserve Policy in order to establish the level of financial reserves necessary for maintaining the District's funds for emergency purposes and necessary capital acquisitions or replacements and/or extraordinary circumstances or conditions, which may arise;

BE IT HEREBY RESOLVED that the Financial Reserve Policy, attached as **Exhibit A**, is hereby Approved, and Adopted, this ____ Day of _____, 2022 at the Regular Meeting of the Board of Commissioners of the 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