

August 16, 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 { } Victoria Fisher

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 five minutes.

MINUTES APPROVAL: Approval of the Minutes: 07/19/22

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of July 31, 2022 **H**
2. Approve Bill Payments **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. Tour de Manure- Presentation of proceeds donated from Sierraville Recreation Association
2. Continue Public Hearing to Review and Adopt the 2022-2023 Capital Improvement Plan – 6:15pm **H**
3. Adopt Resolution 2022-07 – 22/23 Capital Improvement Plan
4. Update on Calpine siren project (Shawn/Jeff)
5. Update on Sattley property project (Rick)
6. Adopt Resolution 2022-08 – Ethics and Code of Conduct Policy (Tom A/Tom R)
7. Fire Safe Council Fuels Trailer Management (Victoria/Rick)
7. Follow up on TNF Agreement (Rick)

NEW BUSINESS:

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: September 20, 2022 at 6:00pm in Calpine?

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.

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://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 **remote @ 6:44pm** { X } Tom Archer { X } Victoria Fisher

Quorum **Yes/No**

OATH OF OFFICE - Commissioner Fisher **Was completed prior to meeting with Supervisor Roen. Chair Burt thanked Comm. Fisher and welcomed her to the Board.**

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

PUBLIC COMMENT: **Mr. Mitchell read aloud a letter from the Calpine Community Fire Association.**

MINUTES APPROVAL: Approval of the Minutes: 06/23/22 **Commissioner Rowson moved to approve the minutes as presented, Commissioner Maddalena seconded. 5 Ayes (Burt, McCollum, Rowson, Maddalena, Archer) 1 Abstain (Fisher) 1 Absent (Hunter) motion passed.**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of June 30, 2022 **H**
2. Approve Bill Payments **H**
Commissioner Maddalena moved to approve the financial statements and payment of bills; Commissioner Rowson seconded. 6 Ayes (Burt, Archer, Fisher, McCollum, Maddalena, Rowson) 1 Absent (Hunter) motion passed.
3. Update on Prepositioning Pay **Comm. Maddalena called attention to a handout presented by the Clerk showing the details on the 21/22 incident reimbursements noting the payouts to volunteers and subcontractors along with the net to the District for the year at \$331,293.98. Second to note as an example of sending two fire fighters out with a water tender for a two-week assignment such as the KNP Complex resulted in a net to the District of \$41,031.14. Chief Connolly noted that water tenders are often in high demand. The reverse side of the handout reported the details on Mitigation Fees received in 21/22.**
4. Tour de Manure **H Comm. Archer presented a check from SRA for \$2,265 representing direct donations to the District from participants during the event. Mike Blide has been in contact about splitting the proceeds and is awaiting the final figures, estimated figures were included in the packet. Comm. Maddalena presented a letter from the District to Sierraville Recreation Association per the agreement requesting 60% of the net proceeds, which also included a list of projects derived from collaboration with the Sierraville Sattley Fire & Rescue Services for potential investment of such proceeds. Chair Burt to sign and send on behalf of the District.**

Chair Burt opened Unfinished Business, Item #1, Public Hearing to Review and Adopt the 2022-2023 Capital Improvement Plan at 6:22 pm. The Plan provides a nexus for establishing Fire Mitigation Fees. Comm. Maddalena reviewed the long-term investments in the plan, noting the schedule to begin a water storage tank project in Loyalton Pines. It was observed that the cost index of the annual escalator is presently 8.9%, however, when the fee was approved by the BOS the escalator was capped at 3% per year. **Chair Burt closed the Public Hearing at 6:29 pm.**

At 6:29pm **Comm. Archer moved to continue the Public Hearing at the August 16th meeting in order to adopt a resolution approving the Plan, Comm. Rowson seconded. 6 Ayes (Burt, Archer, Fisher, McCollum, Maddalena, Rowson) 1 Absent (Hunter) motion passed.**

Chair Burt directed the meeting to Supervisor Roen who reported on the Local State of Emergency proclaimed by the Board of Supervisors today implementing certain fire restrictions and mirroring the Forest Service restrictions.

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities) **Chief Connolly reported that communication is currently down in Downieville, that they can hear us but unable to respond.**
2. Training / Recruitment/ Retention **Chief Connolly reported he has switched from structure fire training to wildland training. He welcomed new volunteer, Max Birata, noting his medical expertise and that he is a great addition to the District's team. He also announced volunteer Ryan Thompson is moving and thanked him for his contributions.**

UNFINISHED BUSINESS:

1. Public Hearing to Review and Adopt the 2022-2023 Capital Improvement Plan – 6:15pm **H See previous page for timed Public Hearing item.**
2. Update on Calpine siren project (Shawn/Jeff) **In progress. Pat is working on the stand. There was misc. discussion about specs etc.**
3. Update on Sattley property project (Rick) **In progress. Was able to locate the address of the property. There is power to the main now, next is seeing what it takes to power the pump. Will need to spend money on the design and may have to replace the pumphouse structure.**

Comm. Hunter joined the meeting at 6:44 pm.

4. Discussion/Action - Code of Ethics and Values (Candy/Tom A) **H Comm. Archer presented a second draft prepared by Comm. Rowson for discussion. Comm. Maddalena liked that it was straightforward and simple and Chair Burt agreed.**
Discussion/Action – Financial Reserve Policy (Candy/Tom A) **H Comm. Archer introduced that the policy was designed to create a reserve. The Clerk pointed out two changes: one being a typo and the second being the removal of setting a maximum amount for capital reserves. Comm. Rowson moved to approve the Financial Reserve Policy with the edits and adopt Resolution 2022-06, Comm. Hunter seconded. 7 Ayes (Hunter, Burt, Archer, Fisher, McCollum, Maddalena, Rowson) motion passed.**

NEW BUSINESS:

1. Discussion/Action regarding payoff USDA loan in the amount of \$33,123 **Comm. Archer moved to pay off the USDA loan with available surplus funds, Comm. Rowson seconded. 7 Ayes (Hunter, Burt, Archer, Fisher, McCollum, Maddalena, Rowson) motion passed.**
2. Fire Safe Council Fuels Trailer Management (Tom A/Rick) **It was introduced that there are two trailers available for transportation of green waste that are not being utilized due to the issue of where to dispose of the debris used as there is no system for managing the trailers and questions about where to dispose of waste material. Comm. Rowson suggested that commercial businesses might be a better choice for trailer management than the District as we have no paid staff available for the program. Chair Burt formed a committee to continue research on the topic of Comm. Fisher and Comm. Maddalena.**
3. Follow up on TNF Agreement (Rick) **Chair Burt was able to locate a signed copy of the agreement and forwarded it to the Clerk, however, there is still an issue that it is not yet in the national resource management database. Meanwhile, there is also a need for the TNF to make a modification to the agreement. Chair Burt to abstain from such agreement as an employee of the USFS. Comm. Maddalena moved to authorize Comm. Rowson to sign the modified agreement once obtained and bring it back to the Board for ratification, Comm. McCollum seconded. 7 Ayes (Hunter, Burt, Archer, Fisher, McCollum, Maddalena, Rowson) motion passed.**

ANNOUNCEMENTS AND COMMENTS: Comm. Archer confirmed with the Clerk that the SAM account number was current. Comm. Rowson announced he would not be able to make the next meeting. Comm. Maddalena announced that the food present at the meeting was donated by the volunteers as an expression of appreciation for the work done to support them. Comm. Hunter asked that everyone look at the website to review the work she has done and requested pictures of the Sattley and Calpine stations.

NEXT SCHEDULED MEETING: August 16, 2022 at 6:00pm in Sierraville

ADJOURNMENT: 7:35 pm

Key: T – Tabled from previous meeting H – Handout

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Sierra County Fire Protection District #1

Profit & Loss

July 2022

08/16/22

Accrual Basis

	<u>Jul 22</u>
Income	
G · Interest Income	4.46
H · Donation Income	2,265.00
Total Income	<u>2,269.46</u>
Gross Profit	2,269.46
Expense	
1.0 · General	
1.1 · Professional Fees	2,087.00
1.2 · Clerical	2,600.00
1.3 · Office Expense	185.22
1.4 · Fire House Maintenance	88.00
1.9 · Training & Personnel Services	1,000.00
Total 1.0 · General	<u>5,960.22</u>
3.0 · Communications	
3.1 · Repeater Site Rental	1,920.00
3.2 · Web Site	900.00
Total 3.0 · Communications	<u>2,820.00</u>
4.0 · Fire Protection	
4.1 · Personal Protection Equipment	2,202.27
4.3 · Operating Supplies & Equipment	555.06
Total 4.0 · Fire Protection	<u>2,757.33</u>
5.0 · Insurance	
5.1 · Workers Compensation Insur	1,566.25
Total 5.0 · Insurance	<u>1,566.25</u>
6.0 · Vehicle Repair & Maintenance	
6.1 · Fuel	571.45
6.2 · Labor - Vehicles	600.00
6.3 · Parts	281.92
Total 6.0 · Vehicle Repair & Maintenance	<u>1,453.37</u>
7.0 · Utilities	
7.1 · Electric	392.53
7.3 · Water	57.83
7.4 · Solid Waste & Groundwater	52.29
7.5 · Telephone	91.10
7.6 · Internet	218.00
Total 7.0 · Utilities	<u>811.75</u>
Total Expense	<u>15,368.92</u>
Net Income	<u><u>-13,099.46</u></u>

Sierra County Fire Protection District #1

Balance Sheet

As of July 31, 2022

08/16/22

Accrual Basis

	<u>Jul 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
105 · Sierra County Investment Pool	108,664.05
110 · Wells Fargo Operating 7568	460,824.21
115 · Wells Fargo Savings 6564	50,316.88
Total Checking/Savings	<u>619,805.14</u>
Other Current Assets	
145 · Prepaid Expense	6,681.31
Total Other Current Assets	<u>6,681.31</u>
Total Current Assets	626,486.45
Fixed Assets	
150 · Buildings and Land	311,412.14
152 · Equipment	136,603.37
154 · Vehicles	530,852.81
160 · Accumulated Depreciation	-535,484.00
Total Fixed Assets	<u>443,384.32</u>
TOTAL ASSETS	<u><u>1,069,870.77</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	17,310.67
Total Accounts Payable	<u>17,310.67</u>
Credit Cards	
6729 · US Bank CalCard	185.22
Total Credit Cards	<u>185.22</u>
Total Current Liabilities	17,495.89
Long Term Liabilities	
250 · USDA Loan	33,123.02
Total Long Term Liabilities	<u>33,123.02</u>
Total Liabilities	50,618.91
Equity	
302 · Investment in Fixed Assets	401,019.76
306 · Capital Asset Reserve	59,839.37
309 · Out of District Response Reserv	20,000.00
310 · Retained Earnings	551,492.19
Net Income	-13,099.46
Total Equity	<u>1,019,251.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,069,870.77</u></u>

Sierra County Fire Protection District #1

Banking Activity Detail

July 1, 2022 - July 31, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance	
105 · Sierra County Investment Pool							108,664.05	
Total 105 · Sierra County Investment Pool							108,664.05	
110 · Wells Fargo Operating 7568							477,973.11	
Bill Pmt -C...	07/19/2022	7558	AT&T	9391059363	20000 · *Accounts Payable	-63.63	477,909.48	
Bill Pmt -C...	07/19/2022	7559	AT&T- Calpine	9391059370	20000 · *Accounts Payable	-20.76	477,888.72	
Bill Pmt -C...	07/19/2022	7560	EIP Holdings II, LLC	Beckwourth Peak Tower Rent	20000 · *Accounts Payable	-1,920.00	475,968.72	
Bill Pmt -C...	07/19/2022	7561	Intermountain Disposal Inc.		20000 · *Accounts Payable	-49.14	475,919.58	
Bill Pmt -C...	07/19/2022	7562	Kelly Champion	July 2022	20000 · *Accounts Payable	-2,600.00	473,319.58	
Bill Pmt -C...	07/19/2022	7563	Mick Connolly	July Professional Services	20000 · *Accounts Payable	-1,000.00	472,319.58	
Bill Pmt -C...	07/19/2022	7564	O'Reilly Automotive		20000 · *Accounts Payable	-136.09	472,183.49	
Bill Pmt -C...	07/19/2022	7565	Plumas-Sierra REC		20000 · *Accounts Payable	-300.45	471,883.04	
Bill Pmt -C...	07/19/2022	7566	Plumas-Sierra Telecommunications		20000 · *Accounts Payable	-218.00	471,665.04	
Bill Pmt -C...	07/19/2022	7567	Rudy Hoyos Repair	July 2022 Contract Payment	20000 · *Accounts Payable	-600.00	471,065.04	
Bill Pmt -C...	07/19/2022	7568	Sierra Valley Home Center		20000 · *Accounts Payable	-303.86	470,761.18	
Bill Pmt -C...	07/19/2022	7569	Sierraville Public Utilities District	06/01/22-06/30/22	20000 · *Accounts Payable	-49.34	470,711.84	
Bill Pmt -C...	07/19/2022	7570	Sierraville Service & County Store		20000 · *Accounts Payable	-391.54	470,320.30	
Bill Pmt -C...	07/19/2022	7571	Streamline/Digital Deployment Inc	07/01/2022-07/01/2023 Website Service	20000 · *Accounts Payable	-900.00	469,420.30	
Bill Pmt -C...	07/19/2022	7572	US Bank	6729, 7-11-22	20000 · *Accounts Payable	-749.40	468,670.90	
Bill Pmt -C...	07/19/2022	7573	Zach Pehling-PNO CPA	21/22 Audit Deposit Payment	20000 · *Accounts Payable	-2,087.00	466,583.90	
Bill Pmt -C...	07/19/2022	7574	Ben Hitchcock		20000 · *Accounts Payable	-2,053.86	464,530.04	
Bill Pmt -C...	07/19/2022	7575	Matt Hale		20000 · *Accounts Payable	-1,307.00	463,223.04	
Bill Pmt -C...	07/19/2022	7576	Mick Connolly		20000 · *Accounts Payable	-2,053.86	461,169.18	
Bill Pmt -C...	07/19/2022	7577	Mike Cory	Cal OES Preposition Pay 9/18/21-9/19/21	20000 · *Accounts Payable	-560.14	460,609.04	
Bill Pmt -C...	07/19/2022	7578	Pat Blide	Cal OES Preposition Pay 9/26/21-9/27/21	20000 · *Accounts Payable	-746.86	459,862.18	
Bill Pmt -C...	07/19/2022	7579	Rudy Hoyos (Volunteer)		20000 · *Accounts Payable	-1,307.00	458,555.18	
Deposit	07/26/2022			Deposit	H · Donation Income	2,265.00	460,820.18	
Deposit	07/31/2022			Interest	G · Interest Income	4.03	460,824.21	
Total 110 · Wells Fargo Operating 7568							-17,148.90	460,824.21
115 · Wells Fargo Savings 6564							50,316.45	
Deposit	07/31/2022			Interest	G · Interest Income	0.43	50,316.88	
Total 115 · Wells Fargo Savings 6564							0.43	50,316.88
6729 · US Bank CalCard							-216.83	
Credit Card...	07/07/2022		Truckee Rents	Chainsaw depth guards	4.3 · Operating Supplies ...	-532.57	-749.40	
Credit Card...	07/07/2022		Office Depot	Ink	1.3 · Office Expense	-93.19	-842.59	
Bill	07/11/2022	486...	US Bank	6729, 7-11-22	20000 · *Accounts Payable	749.40	-93.19	
Credit Card...	07/14/2022		Office Depot	Ink	1.3 · Office Expense	-42.81	-136.00	
Credit Card...	07/26/2022		Office Depot	Ink	1.3 · Office Expense	-49.22	-185.22	
Total 6729 · US Bank CalCard							31.61	-185.22
TOTAL							-17,116.86	619,619.92

Sierra County Fire Protection District #1
Unpaid Bills Detail
As of August 16, 2022

Type	Date	Num	Due Date	Aging	Open Balance
AT&T					
Bill	07/20/2022	000018520418	08/26/2022		68.67
Total AT&T					68.67
AT&T- Calpine					
Bill	07/20/2022	000018520420	08/26/2022		22.43
Total AT&T- Calpine					22.43
Beckwourth Fire District					
Bill	03/16/2022	22-0012	03/26/2022	143	200.00
Total Beckwourth Fire District					200.00
Cascade Fire Equipment					
Bill	06/24/2022	117425	06/30/2022	47	6,569.66
Total Cascade Fire Equipment					6,569.66
Fire-End & Croker Corporation					
Bill	04/13/2022	413403	06/30/2022	47	3,162.06
Total Fire-End & Croker Corporation					3,162.06
Intermountain Disposal Inc.					
Bill	07/31/2022	73223	08/27/2022		52.29
Total Intermountain Disposal Inc.					52.29
Kelly Champion					
Bill	08/15/2022	08.15.22	08/15/2022	1	2,600.00
Total Kelly Champion					2,600.00
Mick Connolly					
Bill	05/04/2022	05.04.22	06/30/2022	47	440.00
Bill	05/12/2022	05.12.22	06/30/2022	47	513.50
Bill	06/18/2022	06.18.22	06/30/2022	47	319.77
Bill	05/26/2022	05.26.22	06/30/2022	47	470.40
Bill	08/01/2022	08.01.22	08/01/2022	15	1,000.00
Total Mick Connolly					2,743.67
Mike Cory					
Bill	07/09/2022	07.09.22	07/24/2022	23	441.01
Total Mike Cory					441.01
National Fire Fighter Corp.					
Bill	07/21/2022	0002044633	08/20/2022		950.45
Bill	07/25/2022	0002045305	08/24/2022		810.81
Total National Fire Fighter Corp.					1,761.26
O'Reilly Automotive					
Bill	07/12/2022	4426374620	08/20/2022		91.41
Bill	07/26/2022	4426378454	08/20/2022		67.34
Bill	07/29/2022	4426379440	08/20/2022		8.53
Bill	08/12/2022	4426383428	09/10/2022		437.15
Bill	08/12/2022	4426383430	09/10/2022		26.25
Total O'Reilly Automotive					630.68
Plumas-Sierra REC					
Bill	07/29/2022	3310	08/21/2022		36.36
Bill	07/29/2022	2867	08/21/2022		85.95
Bill	07/29/2022	3656	08/21/2022		166.08
Bill	07/29/2022	5410	08/21/2022		36.35
Bill	07/29/2022	17453	08/21/2022		67.79
Total Plumas-Sierra REC					392.53

Sierra County Fire Protection District #1
Unpaid Bills Detail
As of August 16, 2022

Type	Date	Num	Due Date	Aging	Open Balance
Plumas-Sierra Telecommunications					
Bill	07/29/2022	65061	08/21/2022		109.00
Bill	07/29/2022	64988	08/21/2022		109.00
Total Plumas-Sierra Telecommunications					218.00
Rudy Hoyos Repair					
Bill	08/01/2022	08.01.22	08/31/2022		600.00
Total Rudy Hoyos Repair					600.00
Sierra Valley Home Center					
Bill	07/11/2022	207388	08/10/2022	6	39.08
Bill	07/02/2022	207021	08/10/2022	6	21.41
Bill	07/02/2022	207020	08/10/2022	6	66.59
Bill	06/27/2022	201265	08/10/2022	6	91.15
Total Sierra Valley Home Center					218.23
Sierraville Public Utilities District					
Bill	07/31/2022	031	08/31/2022		57.83
Total Sierraville Public Utilities District					57.83
Sierraville Service & County Store					
Bill	07/25/2022	1431	08/31/2022		571.45
Bill	07/17/2022	1433	08/31/2022		83.58
Bill	07/18/2022	1435	08/31/2022		14.47
Total Sierraville Service & County Store					669.50
State Compensation Ins. Fund					
Bill	07/18/2022	9013012-22	08/12/2022	4	1,566.25
Total State Compensation Ins. Fund					1,566.25
US Bank					
Bill	08/10/2022	4866914555526729	09/09/2022		136.00
Total US Bank					136.00
TOTAL					22,110.07



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

Commissioners
Shawn Burt- Chair
Jeff McCollum
Thomas Rowson
Rick Maddalena
Thomas Archer
Candy Hunter
Victoria Fisher

August 16, 2022

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

Dear Mayor Jackson:

Enclosed is a check in the amount of \$7,229.58. This payment is for fiscal year July 1, 2021 through June 30, 2022 and represents the property tax disbursement 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 July 14, 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 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,

Kelly Champion, Clerk
Sierra Co. FPD #1

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

Loyalton 21/22 Distribution #3

Per July 14, 2022 MEMO from Sierra County Treasurer/Tax Collector

Current Secured Property Tax	\$24,132.06
Current Unsecured Property Tax	164.79
Prior Unsecured Property Tax	253.32
Supplemental Property Tax	4,320.59
Supplemental Unsecured	341.73
Homeowners Property Tax	\$2,161.13
	<u>\$31,373.62</u>
Loyalton Assesed Value @ 27.11%	8,505.39
SCFPD#1 Overhead @ 15%	(1,275.81)
Total Payment to Loyalton Fire	<u>\$ 7,229.58</u>

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
Date: July 14, 2022
Re: Distribution of Taxes - June Apportionment

Enclosed, please find a check for tax distribution in the amount of	<u>\$ 33,890.22</u>
Current Secured Property Tax	24,132.06
Current Unsecured Property Tax	164.79
Verdi Zone of Benefit	2,113.20
Prior Unsecured Property Tax	253.32
Supplemental Property Tax	4,320.59
Supplemental Unsecured	341.73
Timber Yield Tax	198.37
EMS TOT	192.10
Homeowners Property Tax	2,161.13
Vehicle License Fee	
Interest Apportionment	12.93
Property Tax Roll Fees	-
Subtotal	33,890.22
Less: Difference of cash balance and total distribution	
Total Check Amount Enclosed:	<u>\$ 33,890.22</u>

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

**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
PO Box 255
Sierraville, CA 96126
www.sierracountyfireprotectiondistrict1.com

Commissioners
Shawn Burt– Chairman
Rick Maddalena
Thomas Archer
Tom Rowson
Jeff McCollum
Candy Hunter
Victoria Fisher

RESOLUTION 2022-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS ADOPTING 2022-2023 CAPITAL IMPROVEMENT PLAN

WHEREAS, the Board of Commissioners desire to adopt a Capital Improvement Plan (the Plan herein) identifying capital improvements, acquisitions, repair and replacement of District Capital Assets, including Fire Stations, Apparatus and Equipment, necessary for the performance of Fire Protection and the performance and rendering of Emergency Medical Services to the communities and persons within District jurisdictional boundaries, and

WHEREAS, the Plan will inform and provide a Nexus for the future establishment, amendment or increase of Fire Mitigation Fees to fund fire protection facilities, apparatus and equipment necessary to mitigate the impact of new development throughout the District,

BE IT HEREBY RESOLVED, as follows:

1. That Notice of Public Hearing regarding the Capital Improvement Plan was duly and properly published in advance in the Mountain Messenger, a publication of Countywide circulation and that said Notice was prominently posted in multiple places within the District’s jurisdiction.
2. That the Capital Improvement Plan, 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: _____

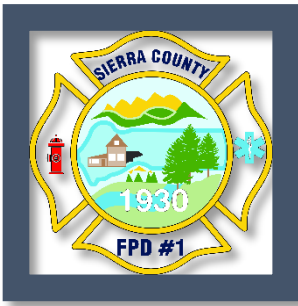
ABSTAIN: _____

APPROVED:

Shawn Burt, Chairman

ATTEST:

Kelly Champion, District Clerk



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RESOLUTION 2022-08

A RESOLUTION OF THE BOARD OF COMMISSIONERS ADOPTING AN ETHICS and CODE OF CONDUCT POLICY

WHEREAS, the Board of Commissioners desires to adopt and maintain an Ethics and Code of Conduct Policy that shall apply to and advise the Conduct, Ethics and Values of the District and which shall be binding upon all Board Members of the Commission, District Volunteers, Contractors and Partners and any and all others acting for or on behalf of the District, and

WHEREAS, the Board of Commissioners desire that said Ethics and Code of Conduct Policy take immediate affect,

BE IT HEREBY RESOLVED that the Ethics and Code of Conduct 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: _____

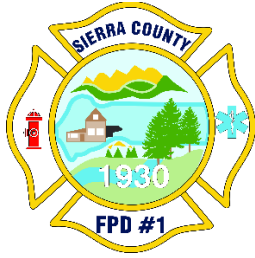
NOES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED: _____
Shawn Burt, Chairman

ATTEST: _____
Kelly Champion, District Clerk



ETHICS and CODE OF CONDUCT POLICY

It shall be the Policy of the Sierra County Fire Protection District #1 that all Volunteers, contract services Partners and Board members shall uphold and conduct themselves with the highest standards of Ethical and 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 Commissioners, providing them with facts and advice as a basis for their making policy decisions, and uphold and implement the policies

adopted by the Board of Commissioners.

- 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 District'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.

This Ethics and Code of Conduct Policy shall take immediate effect and shall be binding and enforceable upon any and all Board Members of the Commission, District Volunteers, Contractors, Service Partners and others who may act for or on behalf of the District.



Sierra County Fire Protection District # 1
PO Box 255
Sierraville, CA 96126
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Commissioners
Shawn Burt– Chairman
Jeff McCollum
Rick Maddalena
Thomas Archer
Tom Rawson
Candace Hunter
Victoria Fisher

August 16, 2022

Sierra County Board of Supervisor
P.O. Drawer D
Downieville, CA 95936

Dear Supervisors:

The Sierra County Fire Protection District #1 joins you in recognizing the very successful career of recently retired Tahoe National Forest Sierraville District Ranger, Quentin Youngblood.

The Fire District's mission is intertwined with that of the Tahoe National Forest. We share fire suppression responsibilities within the State Responsibility Area which covers most of the eastern part of Sierra County. We act together to minimize the effects of wildfire and to reduce the risk of loss of life and property under a cooperative agreement. That agreement also allows the Tahoe National Forest fire resources to help with medical calls and vehicle accidents. Cooperative agreements are common. Most fire districts in California operate with a cooperative agreement with a federal agency. What is not common is the spirit of the cooperation we experience with the Tahoe National Forest. Our partners train with us. They don't stand in the background and wait for a plea for help. Our partners monitor our radio frequency, assess for possible help needed and offer that help through the appropriate channels. We often find that skilled Forest Service responders are the first on-scene. In the past year they were the first on-scene to a shed fire and right behind our engine on a garage fire. That partnership is to be celebrated and it is doubtful that this high degree of collaboration would happen without the District Ranger's support and blessing.

Our dependency on Ranger Youngblood's personal attention to our needs goes beyond responding to incidents. He recently allowed us to co-locate a radio repeater inside one of the Forest Service ridge top electronic sites thus allowing the district to reach portions of Calpine and Sattley formerly blind to our other repeaters. He worked with the Sierraville PUD to authorize improvements to their water system to help assure a supply of water to Sierraville for fire suppression. Likewise, he allowed the Calpine Water District to continue to manage a reservoir above Calpine used to supplement the fire suppression water source for that town.

These are small things in the big picture but important factors to the communities we serve. In the larger picture, Ranger Youngblood worked with County and State governments to design and fund projects to enhance the protection of all our communities by treating accumulated fuels on adjacent public and private lands. District towns in the Eastern part of the County are benefiting from those projects. Quentin and his staff have often been the catalyst for those projects.

The Fire District is in awe of Quentin's accomplishments. We will miss him as a friend and partner and wish him well in his retirement. We know he can make good use of this time. There may be fewer ducks and fish left in woods and valley, but the woods have a better chance of survival because of Quentin's leadership.

/S/

Jeff McCollum, Vice Chair

Sierra County Fire Protection District #1.