

February 21, 2023 Tuesday @ 6:00 PM
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
DIRECTORS MEETING AGENDA
FIRE STATION 82, SIERRAVILLE CA

This meeting will be conducted in person and via conference call. Those wishing to attend the meeting by telephone should dial 1-650-479-3208 and enter the meeting number below. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

CALL TO ORDER:

Roll Call of Directors

{ } Jeff McCollum, Chairperson { } Tom Archer { } Tom Rowson { } Richard Maddalena
{ } Candy Hunter { } Victoria Fisher { } Tony Commendatore
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.

CORRESPONDENCE:

MINUTES APPROVAL: Approval of the Minutes: 1/17/22

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of January 31, 2023 **H**
2. Approve Bill Payments **H**
3. Fire Mitigation Fee Update **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
3. Update on 2022 Assistance to Firefighters Grant (Communications)

UNFINISHED BUSINESS:

1. Update on Cal Fire Hazard Severity Zone revisions (Rick)
2. Status report regarding Verdi/Long Valley tax revenue analysis (Tom R)
3. Cal OES prepositioning and dozer resource needs (Victoria)
4. 2023 Tour de Manure potential partnership with Musica Sierra (Rick)
5. Calpine Siren Status Report (Jeff/Kelly)

NEW BUSINESS:

1. Resolution 2023-1, Adopting Amended Policies & Procedures (Candy)
2. Discussion/Action regarding Sierra Co. Investment Pool & invitation to join CSDA California CLASS Investment Pool
3. Discussion regarding 2022 SAFER Grant, application period 2/13/23-3/17/23
4. Review and approval of Public Information Release (Candy/Tom A)
5. Resolution of Appreciation- Belli
6. Resolution of Appreciation- Burt

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: March 21, 2023 at 6:00pm in Sierraville

ADJOURNMENT:

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

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January 17, 2023 Tuesday @ 6:00 PM **MINUTES**
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
DIRECTORS MEETING AGENDA
FIRE STATION 82, SIERRAVILLE CA

This meeting will be conducted in person and via conference call. Those wishing to attend the meeting by telephone should dial 1-650-479-3208 and enter the meeting number below. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

CALL TO ORDER: 6:01

Roll Call of Directors

{X} Jeff McCollum, Chairperson {X} Tom Archer {X} Tom Rowson {X} Richard Maddalena
{X} Candy Hunter {X} Victoria Fisher {X} Tony Commendatore
Quorum **Yes/No**

Tony Commendatore was introduced as our new Director. Tony is a resident of Sierraville and COE of a business in Truckee. He has been involved with local government for most of his adult life including time on the Truckee Town Council. He was appointed by the Board of Supervisors for a 4 year term earlier in the day.

PUBLIC INTRODUCTION: Volunteer Ben Edwards, Chief Connolly, Clerk Kelly Champion

PUBLIC COMMENT: None

CORRESPONDENCE: CalFire sent a letter soliciting responses regarding proposed changes to Fire Hazard Severity Zones in State Responsibility Areas and holding a hearing in Downieville on 1/27/23 at 10am, Calpine Firewise Committee inquired about the District's intended use of the siren in Calpine. Dir. Maddalena to respond. Clerk Kelly received liability insurance renewal quote paperwork.

- 1. MINUTES APPROVAL: Approval of the Minutes: 12/20/22 Dir. Rowson moved to approve the minutes, Dir. Maddalena seconded. Roll call vote- 4 Ayes (McCollum, Maddalena, Rowson, Hunter), 3 Abstain (Archer, Fisher, Commendatore) motion passed.**

FINANCIAL STATEMENT:

- 1. Review P&L, Balance Sheet, Report of Funds as of December 31, 2022 H Clerk reported receiving first payment for FY 22/23 of property tax and transient occupancy EMS along with preposition payment from Cal OES. Payment to Loyalton Fire for the service area agreement and final payment to volunteers for prepositioning have been prepared. Insurance likely to go over budget about \$13,300, Dir. Maddalena commented that insurance costs have increased but also the District recently updated the values on assets. Clerk pointed out that operating supplies budget has been reached. Dir. Maddalena reported that Sierraville Fire & Rescue Services has offered to pay for about 50% of the Brush 83 repair. Plumas Bank accounts have been opened and working to close Wells Fargo in the future. Dir. Maddalena reported that the county administration fee deducted from the tax disbursement is currently 13.7% for the District and is derived from how much time is spent across the county in various positions collecting the taxes and then charged out to the beneficiaries, including all the special districts. He mentioned that the county and the school system are exempt from being charged the percentage and that SCFPD#1 is the largest special district in the county. It was agreed to seek clarity regarding the cash investment held by the county regarding earnings and fees.**
- 2. Approve Bill Payments H Dir. Maddalena moved to approve the financials and bill payments with the addition of a volunteer reimbursement of \$498 for EMT certification, Dir. Fisher seconded. Roll call vote- 7 Ayes (Hunter, Commendatore, Fisher, McCollum, Archer, Maddalena, Rowson) motion passed.**
- 3. Fire Mitigation Fee & Banking Updates H Received \$10,587 mitigation fee on home construction project in Sierraville.**

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities) **Chief Connolly reported 5 medical calls, 1 vehicle accident into a ditch in a rising water situation. A battery disconnect was installed on the command vehicle because it was not holding a charge in cold temperatures. Still working on communication grant and Tablet Command.**
2. Training / Recruitment/ Retention **Recent trainings have been indoors because of weather, recently working on ropes and rescue. Chief Connolly expressed that the warm jackets recently distributed to volunteers are a plus.**
3. Update on grant applications **Chief Connolly introduced volunteer Ben Edwards who reported that he is working to gather all the information needed by the grant writer to submit timely. Needing Sierra City information still. It was further clarified that the grant would be submitted as a regional grant and that SCFPD#1 is the host agency.**

UNFINISHED BUSINESS:

1. Update on Calpine siren project **Chief Connolly reported that the siren sounded accidentally during recent wind storms and the power was disconnected. Project to be continued in the spring.**
2. MOU with Sierra County Water District # 1 **Dir. Rowson moved to approve and authorize Chair McCollum to execute the MOU with Sierra County Water D1 , Dir. Maddalena seconded. Roll call vote- 7 Ayes (Hunter, Commendatore, Fisher, McCollum, Archer, Maddalena, Rowson) motion passed.**
3. Cal Fire Hazard Severity Zone revisions **Dir. Maddalena reviewed the information and the zoning map available online. Discussions ensued regarding various impacts the new classifications may present. Dir. Maddalena pointed out that the Sierra Valley is outside of the SRA and is a local responsibility area. Dir. Archer posed the question of how the District interfaces with the State Responsibility Area. Dir. Archer, Maddalena and Hunter expressed interest in attending the public hearing.**

NEW BUSINESS:

1. Discussion/Action: Verdi/Long Valley 2021/2022 tax revenue review **H (Tom R) Dir. Rowson presented an analysis on the fees collected for the area in comparison to the service area costs and suggested holding any excess funds in a reserve for future service area costs. Chair McCollum recalled initial annexation costs to the District of approximately \$20,000. It was further clarified that the contract with Truckee Meadows is a 3 party agreement that included Sierra County and that Tim Beals suggested a meeting between the County and TMFPD.**
2. Discussion/Action: Determine cause of CalOES decision to no longer allow contract dozers to be deployed during pre-position events and develop appeal strategy **H (Tom R/Mick) Chief Connolly received notification that Cal OES will no longer pay for contracted equipment (dozers) on preposition assignments. Reimbursement was not originally included in the contract and will be disallowed in future billings. In order to seek reimbursement going forward, the District would need to own or lease the equipment. Directors felt it important to appeal to OES and it was suggested to engage with other rural emergency response organizations in the approach. Options to lease and/or own the necessary equipment to be discussed further. The Board agrees that access to high quality dozers with skilled operators who know the area are critical resources. Directors Fisher, Rowson and Archer will explore options for either a challenge to the OES decision or other resolutions.**
3. 2023 Tour de Manure- potential partnership with Eastern Sierra Chamber of Commerce (Rick) **Dir. Maddalena has been in communication with the organization having given them a sample contract and the action plan summary from last year. The organization meets in January and will discuss. Mike Blide has offered to attend to answer any questions. It was recognized that planning would be difficult due to time constraints.**

ANNOUNCEMENTS AND COMMENTS: Dir. Maddalena presented pages from the Beckwourth Peak Fire Protection Formation Feasibility Study & Plan for Services. The proposed plan is a merger of Beckwourth Fire Department, Sierra Valley Fire Department. Portola City Fire and Gold Mountain.

Dir. Maddalena presented a handout to consider for drafting a policy regarding remote meeting guidelines. Dir. Hunter to explore ADA accessible remote meeting locations in her area.

Dir. Fisher reported that CA Fish & Wildlife was working to set another zoom meeting regarding flash grazing fencing in Sierra Brooks.

NEXT SCHEDULED MEETING: February 21, 2023 at 6:00pm in Sierraville

ADJOURNMENT: 8:15 pm

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

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**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL**

715 'P' Street, Suite 900
PO Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov



**GENERAL PUBLIC INTEREST
ADDITIONAL WRITTEN COMMENT PERIOD**

**California Code of Regulations
TITLE 14. Natural Resources
DIVISION 1.5. Department of Forestry and Fire Protection
CHAPTER 7. Fire Protection
SUBCHAPTER 3. Fire Hazard
ARTICLE 1. Fire Hazard Severity
SECTION 1280.01. Fire Hazard Severity Zones in the SRA**

**TITLE 19. Public Safety
DIVISION 1. State Fire Marshal
CHAPTER 17. Fire Hazard Severity Zones, 2022**

NOTICE OF ADDITIONAL WRITTEN COMMENT PERIOD

On December 16, 2022, the Office of the State Fire Marshal published a Notice of Proposed Rulemaking concerning the Regulations Relating to Fire Hazard Severity Zones in the State Responsibility Area. (California Regulatory Notice Register 2022, No. 50-Z, December 16, 2022, p. 1490.)

The original written comment period for this action was:
December 16, 2022, through February 3, 2023.

**The Department is now providing an additional written comment period to allow more time for review of the map entitled "State Responsibility Area Fire Hazard Severity Zones." The additional written comment availability is:
February 3, 2023, through April 4, 2023.**

Written comments may be submitted by U.S. mail to the following address:

Office of the State Fire Marshal
California Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, CA 94244-2460
Attn: Scott Witt, Deputy Chief

Written comments can also be hand delivered or sent by courier to the contact person listed in this notice at the following address:

California Department of Forestry and Fire Protection
Office of the State Fire Marshal
C/O: Scott Witt
California Natural Resources Building
715 P Street, 9th floor
Sacramento, CA 95818

Written comments may also be delivered via e-mail at the following address:

fhszcomments@fire.ca.gov

AVAILABILITY OF DOCUMENTS

The Additional Written Comment Period, Notice of Proposed Action, Initial Statement of Reasons, Express Terms (TEXT) of Regulations, and any other materials concerning this rulemaking can be accessed on the Office of the State Fire Marshal website: [Title 19 Development \(ca.gov\)](http://www.fire.ca.gov) under the tab titled: (FHSZ) Fire Hazard Severity Zones Classification in the State Responsibility Area.

**SIERRA COUNTY FIRE PROTECTION DISTRICT #1
POLICIES AND PROCEDURES**

**ARTICLE I
THE DISTRICT**

SECTION 1.1 NAME OF THE DISTRICT

The name of the District shall be Sierra County Fire Protection District #1.

SECTION 1.2 FORMATION: OPERATIVE LAW

The District is organized under and shall operate pursuant to the provisions of the Fire Protection District Law of 1987, Section 13800 et. Seq. of the California State Health and Safety Code, as well as the provisions of the California Government Code. The District is governed by a Board of Directors.

SECTION 1.3 BUSINESS OFFICES

The business offices of the District shall be in such locations within the District, County of Sierra, State of California, as may be designated from time to time by resolution of the Board of ~~Commissioners~~Directors. The Principal business office of the District shall be located at 102 N. Main Street, Sierraville, CA 96126 (P.O. Box 255).

**ARTICLE II
DEFINITIONS**

SECTION 2.1 BOARD

Shall mean the Board of ~~Commissioners~~Directors of the District.

SECTION 2.2 CHAIN OF COMMAND

Shall mean the organizational structure implemented for the operation of the District to fulfill the Mission of the Fire District, as depicted on Appendix I, attached hereto.

SECTION 2.3 DISTRICT

Shall mean the Sierra County Fire Protection Fire District # 1, a Public Agency.

SECTION 2.4 SECRETARY/TREASURER

Shall mean the Secretary/Treasurer to the Board as provided in Section 5.1 and 5.4 of these Policies and Procedures.

SECTION 2.5 VOLUNTEER FIREFIGHTER/EMS RESPONDER

Shall mean a person who is on the District Roster of Volunteer Firefighters/Emergency Medical Responders.

**ARTICLE III
BOARD OF ~~COMMISSIONERS~~DIRECTORS**

SECTION 3.1 FORMATION OF THE BOARD

1. The Board of ~~Commissioners~~Directors shall consist of Seven (7) ~~Commissioners~~Directors, each of whom shall be appointed by the Sierra County Board of Supervisors as vacancies may occur.
2. Four (4) ~~Commissioners~~Directors shall reside and be appointed within the District as it existed prior to January 1, 2019 (excluding Verdi, CA).
3. Three ~~Commissioners~~Directors shall reside and be appointed within the area annexed as of January 1, 2019.

SECTION 3.2 GENERAL POWERS AND DUTIES

1. The Board shall have such power and duties as set forth in the Fire Protection Law of 1987, Sections 13800 et. Seq. of the California Health and Safety Code.
2. The Board has the responsibility to establish the overall policies and procedures; adopt annual budgets; provide for recruitment and retention of volunteers, including support and training as firefighters and emergency responders; acquire equipment and apparatus; and establish policy and direction of the District regarding the scope and level of service to be provided consistent with its Mission Statement.
3. Directors serve a four year term of office or until his or her successor qualifies and takes office pursuant to Health and Safety Code section 13843(a) as now in effect or hereafter amended.

SECTION 3.3 BOARD COMPENSATION

The Board may reimburse each ~~Commissioner~~Director for a ~~Commissioner~~Director's actual and necessary, documented expenditures incurred in the discharge of his/her duties, and pay such other compensation as authorized by section 13844 of the Health and Safety Code, and resolution of the Board.

SECTION 3.4 FISCAL YEAR BUDGET

The Board shall provide a budget for each Fiscal Year, commencing July 1 and ending June 30.

ARTICLE IV MEETINGS

SECTION 4.1 REGULAR MEETINGS

Regular meetings of the Board of ~~Commissioners~~Directors shall be held on the 3rd Tuesday of each month, commencing at 6:00 P.M. unless otherwise ordered by the Board. At the conclusion of any regular meeting, the Board of ~~Commissioners~~Directors may designate a location other than Sierraville Fire Station as the location for the next regular meeting, provided that regular meetings shall be held within the jurisdictional boundaries of the District unless otherwise required or permitted by California law.

SECTION 4.2 SPECIAL MEETINGS

The Chairperson may call a special meeting at any time. Upon the written request of three (3) Board members, a special meeting shall be called. Notice of the special meeting shall be posted, along with the agenda therefor, and shall be delivered personally, by email or mail to each Board member and to each person or entity entitled to receive such notices. The notice shall specify the date, time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting of the Board.

SECTION 4.3 EMERGENCY MEETINGS

1. In case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, or imminent danger to the public's health and safety, the Board may hold an emergency meeting without complying with the twenty-four (24) hour notice requirement of section 4.2.
2. For purposes of this action, "emergency situation" includes, but is not limited to the following:
 - a. Crippling disaster which severely impairs public health, safety, or both as determined by a majority of the board.
 - b. Notwithstanding the provision of Section 54957 of the Government Code, the Board shall not meet in closed session during a meeting called pursuant to the section.

SECTION 4.4 MEETINGS TO BE OPEN AND PUBLIC

All meetings of a quorum of the Board or of any standing committee of the Board to deliberate, consider or to take action concerning District business and its conduct shall be open and public. All persons shall be permitted to attend such meetings, except as otherwise provided or permitted by law.

SECTION 4.5 AGENDA REQUESTS OF THE BOARD

1. Members of the public may request that an item be placed on the Regular meeting agenda for consideration by the Board. Any such request must be in writing, and submitted to the Board Secretary at least ten (10) days prior to the date of the meeting at which consideration is requested. The request shall be reviewed by the Chairperson of the Board for propriety and time availability. If proper and adequate time is available, the matter will be set on the agenda for the next regular meeting.
2. Members of the Board may also request items to be placed on the agenda for any regular or special meeting. Any such request shall be communicated to the Chairperson at least ten (10) days before the meeting, and if proper and time available, it will be agendized.

SECTION 4.6 CLOSED SESSIONS

Nothing contained in these Policies and Procedures shall be construed to prevent the Board from holding a closed session during a regular or special meeting concerning any matter, permitted by law, to be considered in a closed session.

SECTION 4.7 PUBLIC HEARINGS

All public hearings held by the Board shall be held during regular or special meetings of the Board following posting and/or publishing as required by law.

SECTION 4.8 NOTICE OF PUBLIC HEARINGS

Notice of the time and place of a public hearing shall include a general explanation of the purpose of the hearing and shall be published in the Mountain Messenger or other local paper of general circulation at least ten (10) calendar days before the date of the hearing. In addition, notice shall be sent by first-class mail to any person who has requested such notice in writing, if the person provides a stamped, self-addressed envelope or pays a reasonable sum in advance, for the cost of mailing such notices.

SECTION 4.9 QUORUM

Four (4) members of the Board shall constitute a quorum for the purpose of conducting its business, exercising its powers, and for all other purposes, except that a smaller number of

Board members may continue or adjourn a meeting from time to time until a-quorum may be present.

SECTION 4.10 ORDER OF BUSINESS

1. The following shall be the general Standing Order of business at Board Meetings:
 - a. Call to Order
 - b. Roll Call
 - c. Public Comment
 - d. Minutes Approval
 - e. Financial Statement
 - f. Correspondence
 - g. Reports and Requests from District Chief, Battalion Chiefs and EMS Coordinator
 - h. Unfinished Business
 - i. New Business
 - j. Announcements or Comments
 - k. Next Scheduled Meeting
 - l. Adjournment
2. The order of business may be altered by the Chair prior to issuance of the agenda or at the meeting, if determined to be appropriate to facilitate the business of the meeting.
3. The Board proceedings shall be conducted in accordance with District policy, ordinances and resolutions, otherwise by the most recent edition of Robert's Rules of Order.

SECTION 4.11 TRANSACTIONS OF THE BOARD

The Board shall act only by ordinance, resolution or motion. Every act done or decision made by a quorum of Directors at a duly held meeting of the Board is the act of the Board.

SECTION 4.12 CONDUCT OF THE MEETINGS

1. The Chairperson of the Board or in his/her absence, the Vice Chairperson, or if both are absent, any ~~Commissioner~~Director selected by the present ~~Commissioners~~Directors to act as Chairperson, shall preside at meetings of the Board, so long as a quorum is present to conduct business. The Secretary, or in the Secretary's absence, such other individual selected by the present

~~Commissioners~~Directors to act as the Acting Secretary shall perform the duties of the Secretary at the meeting.

2. Where necessary for the orderly operation of the meeting, the Chair may limit public comment during the public comment period or public hearing to no more than 5 minutes per individual.

SECTION 4.13 INDEMNIFICATION OF THE BOARD MEMBERS

To the extent permitted by law, the District shall indemnify, defend and hold any Board member harmless on account of, in connection with or relating to that Board members performance of his or her duties as a ~~Commissioner~~Director, including any claim, demand, cause of action, judgment, attorneys' fees and costs, arising from any act or omission in office, including, but not limited to, performance of duties as a ~~Commissioner~~Director or Board member; decisions made while participating as a Board member, or as may be, otherwise, related thereto.

SECTION 4.14 DEFENSE OF ACTION

The District, upon request of a Volunteer or former Volunteer, shall provide for the defense of any civil action or proceeding brought against him/her in his/her individual capacity, or both, on account of an act or omission of his/her performance of duties as a Volunteer Firefighter or Emergency Medical Responder for the District, and as otherwise provided by law.

ARTICLE V OFFICERS OF THE BOARD

SECTION 5.1 DESIGNATION OF OFFICERS

1. The officers of the Board shall be the Chairperson and the Vice Chairperson.
2. The Board Clerk/Secretary for the District shall be appointed by the Board.

SECTION 5.2 TERMS OF BOARD OFFICERS

1. The Chairperson and Vice Chairperson, serve for one (1) year, from January 1 through the following December 31, or for the portion thereof remaining after assumption of office.
2. The Vice Chairperson automatically becomes Chairperson upon the termination of the preceding chairperson's term. Each ~~Commissioner~~Director shall serve as

Vice Chairperson and Chairperson in sequence by date of their appointment to the ~~Commission Board~~ among those who have yet to serve as Chair/Vice Chair. If all current members of the ~~Commission Board~~ have served, the order of sequence will continue to be by date of appointment, unless the majority of the Board chooses to nominate, elect and appoint by motion and majority vote of the Board.

SECTION 5.3 DUTIES OF BOARD OFFICERS

1. The Chairperson - The Chairperson shall preside over the Board meetings and generally perform such other duties as directed by the Board.
2. The Vice Chairperson - The Vice Chairperson, in the absence or incapacity of the Chairperson, shall perform the duties of the Chairperson. Should the office of the Chairperson become vacant; the Vice Chairperson shall perform the duties of the Chairperson.

SECTION 5.4 CLERK/SECRETARY TO THE BOARD

The duties of the Clerk/Secretary to the Board shall include, but not be limited to, keeping and maintaining records of the Board and the recording and keeping of the minutes of Board meetings; posting and maintaining agendas, minutes, resolutions, ordinances and policies of the District and maintaining the same on the District website. The Clerk/Secretary to the Board shall give notice of Board meetings as required by law. The Board may assign Clerk/Secretary duties to an independent contractor if it so desires.

SECTION 5.5 COMMITTEES

The Board may, from time to time, assign ad hoc or standing committees as may be necessary to consult and advise the Board on any matter of District business.

ARTICLE VI DISTRICT OFFICERS

SECTION 6.1 DESIGNATION

There shall be, in addition to the Board of ~~Commissioners~~Directors, the following qualified positions within the Fire District:

1. Fire Chief (Chief)
2. Deputy Chief - Serve as "Acting Fire Chief" in the absence of the Fire Chief
3. Division Chief
4. Battalion Chief

5. Captain

SECTION 6.2 APPOINTMENT: CHIEF, DEPUTY CHIEF, DIVISION CHIEF, BATTALION CHIEF

The Board shall select and appoint an individual to the position of Chief, or terminate such appointment. With the approval of the Board and if qualified individuals are available to fill such roles, the Chief may select and appoint: Deputy Chief, Division Chief, Battalion Chief, as well as Captains. Such appointment(s) shall be subject to confirmation by the Board.

SECTION 6.3 DUTIES OF THE FIRE CHIEF

1. The Chief shall serve at the will and pleasure of the Board.
2. The Chief has responsibility for the day-to-day management of all operations of the District.
3. The Chief, or a duly appointed representative, shall carry out and enforce the ordinances, policies, and regulations of the District.
4. The Chief, or a duly appointed representative, shall provide for suitable drills covering the operations and handling of all equipment essential for the efficient and safe operation of the District.
5. The Chief, subject to ~~Commission~~Board approval, shall develop and maintain Standard Operating Guidelines for the District. The Standard Operating Guidelines shall contain the official, operating procedures, and organization for implementing the Mission of the District and shall be binding upon the Volunteer Firefighters and EMS Responders of the District until duly modified or revoked by the Board.
6. On or before the first Board meeting in February of each year, the Chief shall submit an annual report to the Board on the Operation of the Fire District for the previous calendar year.
7. The Chief shall provide the Board or the Financial Committee, duly established by the Board, with a projection of the needs, direction and recommendations for the upcoming fiscal year.

SECTION 6.4 LEGAL COUNSEL

The District Board may contract for legal services and said counsel shall represent the District Board.

SECTION 6.5 DIVISION CHIEF, DEPUTY CHIEF, BATTALION CHIEF (ASSIGNMENT AND DUTIES)

The Chief may choose to appoint Deputy and Division Chiefs to establish accountability for specific critical tasks. The Board of ~~Commissioners~~Directors will confirm the assignment.

The assignment of Deputy and Division Chiefs should consider the value of strategic transitional planning. However, the incumbents will not automatically become District Chief in the event that the Chief's position becomes vacant.

The tasks, which may be assigned may include, but not be limited to the following:

Deputy Chief

1. Fill in for the Chief in his/her absence.
2. Serve as a personnel officer.
3. Serve as an Operations Officer
4. Serve to recruit and retain volunteers.
5. Serve as District liaison with cooperators and contract fire agencies (e.g. Truckee Meadows FPD, Loyalton Fire) during incidents within the District when so assigned by the Chief.
6. May serve in a supervisory role as a safety officer, rescue or medical group supervisor, or Incident Commander on District incidents as situations warrant
7. Assist the Chief in any manner that the Chief sees reasonably necessary.

Division Chief

1. Serve as training officer.
2. Serve to recruit and retain volunteers.
3. Serve as a personnel officer
4. Serve as an EMS director

Battalion Chief

1. Shall be responsible for facilities and grounds.
2. Shall be responsible for maintenance of apparatus, equipment and supplies.
3. May serve in a supervisory role as a safety officer, rescue or medical group supervisor, or Incident Commander on District incidents as situations warrant.

SECTION 6.6 FIRE CHIEF, DEPUTY CHIEF, DIVISION CHIEF, BATTALION CHIEF, CAPTAIN AND VOLUNTEER FIREFIGHTERS

1. The District, its appointed Officers and Volunteers, shall not discriminate in appointments on the basis of race, sex, age, religion, or national origin.
2. With the concurrence of the Board, the Chief is authorized to suspend, discipline, or remove from service any fire officer, or volunteer firefighter.

3. The Deputy Chief, Division Chief, Battalion Chiefs and Captains shall serve within the Chain of Command. Any Deputy Chief, Division Chief, Battalion Chief or Captain, who is temporarily acting in the Chief's absence as the person in command, shall be directly responsible to the Board of ~~Commissioners~~Directors.

SECTION 6.7 ADMINISTRATION AND PERSONNEL RULES

1. The Board shall Adopt Policies or Standard Operating Guidelines and regulations with the guidance and input of the Chief.
2. Said policies or guidelines, when adopted, may be amended from time to time by the Board of ~~Commissioners~~Directors.

SECTION 6.8 CHAIN OF COMMAND

~~Commissioners~~Directors and District personnel shall respect the operational chain of command (see Appendix). While District personnel are not prohibited from directly discussing District affairs with ~~Commissioners~~Directors, it is expected that they will normally first attempt to resolve any specific concern through their immediate supervisor and up through the chain of command. Only where resolution through the normal chain of command would be impractical or ineffective, should the initial contact be directly with a member of the Board of ~~Commissioners~~Directors.

ARTICLE VII GENERAL

SECTION 7.1 AUTHORITIES TO BIND DISTRICT

No member of the Board, officer, or agent of the District shall have any authority to bind the District by any contract, to pledge its credits, or to execute any instrument on behalf of the Board, except as authorized by the Board.

SECTION 7.2 PAYMENT OF MONEY, NOTES, OR OTHER INDEBTEDNESS

All payments or purchases shall be made only in compliance with procedures established by the Board

SECTION 7.3 STATEMENTS BY BOARD MEMBER AND DISTRICT PERSONNEL

In all cases, a Board member, the Fire Chiefs, or District personnel shall use discretion in expressing personal opinions (especially if a Board action is in dispute or in the appeal process or has the potential for litigation). One should recognize that opinions, statements, and suppositions may be misunderstood, misused, or could reflect in a negative manner on the Fire Chief, the Volunteer Firefighters, or District Board of ~~Commissioners~~Directors.

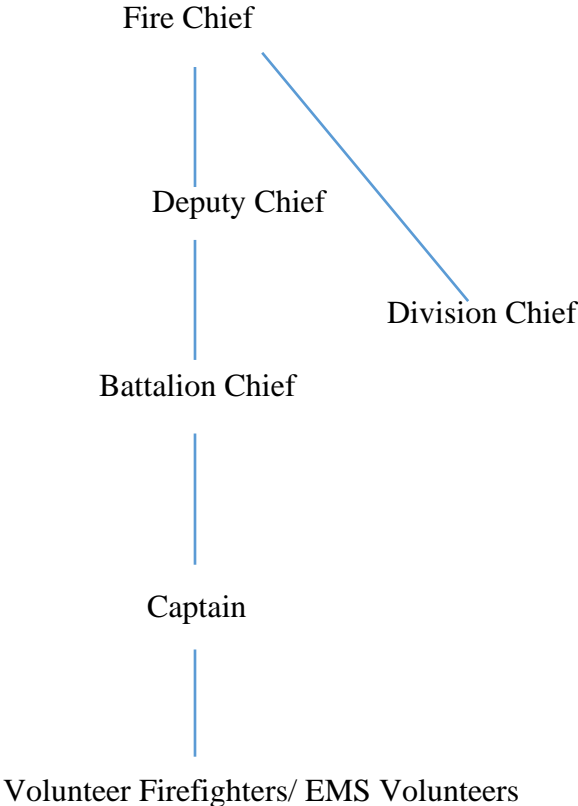
**ARTICLE VIII
AMENDMENT**

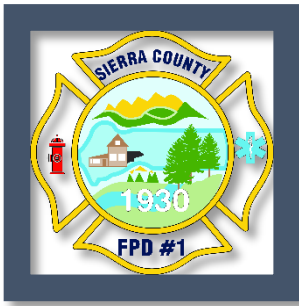
SECTION 8.1 AMENDMENTS TO THE POLICIES AND PROCEDURES

The Policies and Procedures may be amended as follows:

1. The full text of any proposed amendment shall be provided to the Board members at least seven (7) days prior to the first consideration of the amendment.
2. The proposed amendment shall be read once and then shall be read a second time at the next regular meeting at least thirty (30) days thereafter.
3. Prior to adoption modifications may be made in the text at either reading.
4. Subsequent to the second reading and at the same regular meeting the amendment may then be approved by a majority vote of the members of the Board, and shall go into effect immediately upon adoption.

**APPENDIX I
OPERATIONAL CHAIN OF COMMAND**





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

Directors
Jeff McCollum – Chairman
Thomas Archer
Candy Hunter
Rick Maddalena
Tom Rowson
Victoria Fisher
Tony Commendatore

RESOLUTION 2023-02

**A RESOLUTION OF THE BOARD OF DIRECTORS ADOPTING THE AMENDMENT OF THE
POLICY AND PROCEDURES**

WHEREAS, the District was originally formed in or about 1930 with management performed by Commissioners who acted as agents of the Sierra County Board of Supervisors;

WHEREAS, the District has heretofore conducted its business and affairs under the direction of and by authorized Commissioners acting by delegation of authority, appointed at the pleasure of the Board of Supervisors pursuant to the provisions of Health and Safety Code section 13843;

WHEREAS, the Board of Supervisors has concluded that the District should no longer be governed by Commissioners acting as agents of the Board, instead the District is to be governed by a Board of Directors, requiring the Directors to serve a four year term of office or until his or her successor qualifies and takes office pursuant to Health and Safety Code section 13843(a), allowing for and organizing staggered terms of office, and

WHEREAS, the Board of Directors desire to amend the Policies and Procedures of the District previously adopted to comply with the foregoing determination and resolution of the Board of Supervisors, to eliminate reference to “Commission” or “Commissioners”,

BE IT FURTHER RESOLVED, that the Board of Directors of Sierra County Fire Protection District #1, in accordance with the Resolution of the Board of Supervisors of the County of Sierra, and in compliance with the Fire Protection District Law of 1987 and applicable provisions of the Health and Safety Code, do hereby amend and adopt the revisions to District Policies and Procedures to conform to the foregoing determination and resolution of the Board of Supervisors, this 21st Day of February, 2023 at the Regular Meeting of the Board of Directors of the Sierra County Fire Protection District #1.

PASSED, This 21st day of February at the Regular Meeting of the Board of Directors of the Sierra County Fire Protection District #1, by the following Roll Call vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED:

Jeff McCollum, Chairman

ATTEST:

Kelly Champion, District Clerk

**California Special
Districts Association***Districts Stronger Together*

December 19, 2022

Kelly Champion
 Secretary/Clerk
 Sierra County Fire Protection District #1
 PO Box 255
 Sierraville, CA 96126-0255

RE: Invitation to Join CSDA's New Member Program – California CLASS Investment Pool

Dear Kelly,

CSDA's mission is to be a voice for all special districts through advocacy and provide our members with **access to and information about resources and programs that may benefit your district**. As part of us furthering this mission, I wanted to highlight our newest value-added benefit program for special districts, California CLASS, and invite your district to participate.

California CLASS is a California Joint Powers Authority sponsored by CSDA governed by a Board of Trustees comprised of public agency finance professionals including your special district peers. California CLASS provides the opportunity to invest funds on a cooperative basis in highly-rated pools that are professionally managed in accordance with State law and California Government Codes.

California CLASS is a cash management diversification solution for special districts.

The California CLASS program's primary objectives and benefits include offering Special District Participants:

- Maximum safety, daily and next-day liquidity of funds, and optimized, highly competitive returns;
- Flexibility in how you deposit/withdraw funds and how you can generate reports when you need to through an intuitive online portal built for local governments like special districts;
- Governance and oversight of the program by your special district peers with two Trustees appointed directly by CSDA;
- An experienced administrator and investment advisor team (Public Trust Advisors, LLC) that already manages nearly \$60 billion for over 5,500 local governments nationwide;
- A dedicated client-services team that stands ready to assist districts by phone and/or email; and
- Two highly rated investment options that are regularly reviewed by Standard & Poors and Fitch.

We are tremendously excited to have been a significant part of the development and launch of California CLASS. Given the amount of liquidity on many of our association members' balance sheets and the current interest rate environment, **now is a great time to look to diversify your district's investments**.

Enclosed is additional information on CSDA's new sponsored program and you can find more, including the application packet to begin participation today, on the website at www.californiaaclass.com. You can also reach out to me directly (neilm@csgda.net) to assist in scheduling an informational briefing and demo for yourself, Finance Committee, and/or Board of Directors (virtually or in-person). I look forward to welcoming your district into the California CLASS program!

Best Regards,

Neil McCormick
 Chief Executive Officer
 California Special Districts Association

PARTICIPANT PORTAL

TAILORED TO YOUR NEEDS



CONTACT US TO SCHEDULE A DEMO



INTUITIVE & USER-FRIENDLY

The California CLASS Participant Transaction portal allows your special district to easily navigate and manage account access and bank information. Participants can easily add unlimited subaccounts and transfer between subaccounts seamlessly when applicable.

TRANSPARENT REPORTING CAPABILITIES

With California CLASS, your special district will have access to monthly statements no later than the third business day of the month; historical transactions and confirmations for your auditors and bookkeeping purposes; and the ability to filter and sort reports based on criteria that is important to you.

All California CLASS reports are exportable via PDF and Excel including fund information. Additionally, your special district can run on-demand reports for custom time frames.

OPERATIONAL EFFICIENCIES

California CLASS Participants are able to schedule transactions in advance through the online transaction portal. Entering orders online for future dates ensures that you do not miss a deadline even if you are out of the office. Your special district can also opt to set recurring transactions for things like payroll or taxes.

A JOINT POWERS AUTHORITY INVESTMENT POOL

Client-First & User-Friendly Cash Management Solutions Designed
for Special Districts of All Sizes

California CLASS provides
Participants the following benefits:

- ✓ Convenient, modern transaction portal
- ✓ Dedicated client service team equally committed to all special districts
- ✓ Portfolios managed in accordance with California Government Code
- ✓ Transparent governance by Board of Trustees
- ✓ Portfolios marked-to-market with net asset value and yields posted to website daily

Fund Option	Prime	Enhanced Cash
Portfolio Type	Prime-style fund	Enhanced cash
Purpose	Operating Funds	Strategic Reserves
Rating	'AAAm'	'AAAf/S1'
Min/Max Investment	None	None
Withdrawals	Unlimited	Unlimited
Investment Horizon	Day-to-Day	12-18 Months
Liquidity	Same-Day	Next-Day
WAM	≤60 days	90-200 days
Net Asset Value (NAV)	Stable \$1.00 per share	Variable \$10.00 per share

Learn more about building an optimal liquidity portfolio for your special district; contact us today.



Bob Shull
Director, Investment Services
bob.shull@californiaclass.com
(213) 378-2070



Laura Glenn, CFA®
Senior Director, Investment Services
laura.glenn@californiaclass.com
(404) 822-8287



Brent Turner
Regional Director of Strategy
brent.turner@californiaclass.com
(303) 999-8190



Rodrigo Bettini
Director, Investment Services
rodrigo.bettini@californiaclass.com
(813) 820-0703

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses. California CLASS is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated 'AAAf/S1' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

Becoming a California CLASS Participant is Simple



California CLASS is open to all public agencies as defined in California Government Code Section 6500 and 6509.7. To join California CLASS, please visit www.californiaclass.com/join and follow the below steps:

- 1 Read the Information Statement
- 2 Complete and submit the California CLASS Registration Packet to the California CLASS Client Service Team via email at clientservices@californiaclass.com or fax at (877) 930-5214.
- 3 After we receive the above documents, you will receive confirmation that your account has been opened!

NEED MORE INFORMATION?

Contact our investment professionals to learn more about how California CLASS can benefit your cash program.

www.californiaclass.com/learn-more

SAFER Grant 2/13/23 - 3/17/23

Main address of location impacted by this grant

Main address 1

Main address 2

Optional

City

State/territory



Zip code

Zip extension

In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?



Applicant characteristics

The SAFER (Staffing for Adequate Fire and Emergency Response) program intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the restored or enhanced staffing, grantees should see a reduction in response times and an increase in the number of trained personnel assembled at the incident scene. Grant funds are available in two activities: Hiring Firefighters and Recruitment and Retention of Volunteer Firefighters. Please review the Notice of Funding Opportunity for information on available program areas and for more information on the evaluation process and conditions of award.

Please provide the following additional information about the applicant.

Applicant type

Select



Operating budget

Fwd: 4 year, \$1.9 Million SAFER Grant including new AD&D Ins. coverage for every Volunteer Emergency Responder in CA effective 2/1/23

1 message

Richard Maddalena <tk.rick.07@gmail.com>

Thu, Feb 16, 2023 at 6:58 PM

To: Mick Connolly <mickconnollynp@gmail.com>, Kelly Champion <sierracountyfire1@gmail.com>, Jeff McCollum <jeffmccollum80@gmail.com>

WE NEED TO LOOK INTO THIS.

----- Forwarded message -----

From: vicki@volunteerfirefighter.org <vicki@volunteerfirefighter.org>

Date: Thu, Feb 16, 2023 at 10:20 AM

Subject: 4 year, \$1.9 Million SAFER Grant including new AD&D Ins. coverage for every Volunteer Emergency Responder in CA effective 2/1/23

To: <tk.rick.07@gmail.com>

4 Year, \$1.9 Million SAFER Grant
Including new AD&D Insurance coverage for every
Volunteer Emergency Responder in CA effective 2/1/23



The Benefit Advantages for Emergency Responders SAFER grant was developed to recruit and retain volunteers in response to a critical need identified by our association's volunteer fire departments and emergency medical services providers. Details of this Grant include.

- Accident/injury insurance and disability (loss of wages) protection
- Accidental death and dismemberment (AD&D) insurance coverage
- Fire Service Association Membership Dues
- Local Customized Recruitment Marketing Materials

Click Links for Additional Details

Chief's Handout

Benefit Handout

To enroll your volunteers now, please email vicki@volunteerfirefighter.org for the BAER enrollment form

Adapt | 1775 W. State Street, #225, Boise, ID 83702

Unsubscribe tk.rick.07@gmail.com

Update Profile | Constant Contact Data Notice

Sent by vicki@volunteerfirefighter.org in collaboration with





About Your Local Fire District¹

Volunteer capacity to attack structure fires in Calpine and throughout the District (excepting Verdi/Long Valley)

- The District is staffed with 19 Volunteers, including 7 who reside in Calpine.
- Responding Volunteers are supported by personnel and apparatus from all three District stations.
- The District has Mutual Aid Agreements with Loyalton Fire Department, Beckwourth Fire District and other partners.
- The District maintains a Cooperative Agreement with the US Forest Service to provide additional apparatus and firefighting staff.

Fire Apparatus

- Sierra County Fire District #1 has four structure fire engines and three water tenders equipped with appropriate hose, nozzles, ladders, communication equipment, and personal protective equipment to make an attack on structure fires throughout the District.
- A type 1 Structure Engine, a type 3 Brush truck, a Water Tender, and a light Rescue Vehicle are positioned in Station 84 in Calpine.

District Resources loaned to fires out of the District

- The District Chief is charged with the responsibility to consider the impacts of local fire protection needs before allocating any resources to fires outside of the District.
- During the first five hours of the “Sugarloaf Fire” (later called the “Beckwourth Complex”) in 2021, the District sent resources to protect the ranches and homes along the edge of Sierra Valley. For a five hour period, this action left limited resources during this Mutual Aid Response. The District Chief carefully monitored communications for any new calls requiring District response. It is understood that our Mutual Aid Partners will do the same in a District hour of need!
- The District has responded with one of the District’s three Water Tenders when Cal OES calls for help. This is a prudent response and assures the continued response and support to District needs.

Volunteer recruitment system

Prospective volunteers are requested to fill out an on-line application filed directly with District’s Chief (available at <https://www.sierracountyfireprotectiondistrict1.org/volunteer>). The Chief interviews every applicant. Given the challenging and physically demanding nature of firefighting, applicants are screened for required knowledge, skills and physical abilities. Further, Volunteers should expect to attend frequent training and drills.

“Making the decision to become a volunteer firefighter should not be taken lightly. It requires discipline to training, a strong commitment to service and the ability to occasionally put one’s life on pause, to help someone in their time of need.” Volunteer firefighting is a rewarding and valuable way to serve your community. The SCFPD Team forges camaraderie and long-lasting friendships.

Conduct of Business

The District Board, Leadership and Volunteers adhere to a Code of Ethics adopted by the District. Regular meetings are conducted by the Board. Meetings are properly posted and open to the public. Members of the Public are encouraged to attend and are permitted public comment and an opportunity to speak to matters on the agenda, as desired. District business is conducted in an open and transparent manner.

¹ Please visit <https://www.sierracountyfireprotectiondistrict1.org/> for more information