

November 16, 2021 Tuesday @ 6:00 PM  
**SIERRA COUNTY FIRE PROTECTION DISTRICT # 1**  
**FIRE COMMISSIONERS MEETING AGENDA**  
**FIRE STATION 82, SIERRAVILLE CA**

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

**CALL TO ORDER:**

Roll Call of Commissioners

{ } Tom Rowson, Chairperson      { } Richard Maddalena      { } Laurie Belli      { } Tom Archer  
{ } Candy Hunter      { } Shawn Burt      { } Jeff McCollum  
Quorum Yes/No

**PUBLIC INTRODUCTION:**

**PUBLIC COMMENT:**

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

**MINUTES APPROVAL:** Approval of the Minutes: 10/12/21

**FINANCIAL STATEMENT:**

1. Review P&L, Balance Sheet, Report of Funds as of October 31, 2021 **H**
2. Approve Bill Payments **H**
3. Status of increasing Chief's CALCard limit to \$5,000 and obtaining an additional CALCard for volunteer deployments

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

1. Chief's Report (Response Summary, Fleet, Communications System, Faculties)
2. Training / Recruitment/ Retention
3. Discussion/Action: on pricing for Vector Solutions training program
4. Status report of obtaining standard operating procedures from other agencies to study and update SCFPD#1

**UNFINISHED BUSINESS:**

1. Status of appeal for fire services rendered during the Loyalton Fire (Rick/Kelly)
2. Update on PSPS Grant/generator install in Calpine and Sierraville (Rick)
3. Discussion/Action: Volunteer reimbursement policy for federal and state mutual aid requests
4. Discussion/Action: Survey and sale of Grass 7, award sale to highest bidder
5. Discussion/Action to permanently move meetings to 3<sup>rd</sup> Tuesday of the month to allow for more time for the Commission to study financials due to bank statement cycle

**NEW BUSINESS:**

1. Discussion/Action: Mitigation Fee accounting and report (Laurie)
2. Report on estimated revenue for mutual aid responses (Rick)
3. June 4, 2022 Tour de Manure briefing (Tom A./Rick)
4. Discussion/Action regarding surplus of service truck, '83 Chev 4x4 and set minimum bid (Rick)
5. Discussion/Action regarding surplus of hose dryer and hose washer and set minimum bid (Rick)

**CLOSED SESSION:**

1. The Board will conduct a Closed Session pursuant to the provisions of Government Code Sections 54954.5(e) and 54957(b) to discuss the performance and contract review for District Clerk and Mechanic.

**ANNOUNCEMENTS AND COMMENTS:**

**NEXT SCHEDULED MEETING:** December 14, 2021 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.**

October 12, 2021 Tuesday @ 6:00 PM  
**SIERRA COUNTY FIRE PROTECTION DISTRICT # 1**  
**FIRE COMMISSIONERS MEETING AGENDA MINUTES**  
FIRE STATION 82, SIERRAVILLE CA

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

**CALL TO ORDER: 6:02 pm**

Roll Call of Commissioners

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

Quorum **Yes/No**

**PUBLIC INTRODUCTION:** Mick Connolly, Fire Chief & Kelly Champion, Clerk

**PUBLIC COMMENT:** None

**MINUTES APPROVAL:** Approval of the Minutes: 9/14/21 **Commissioner Hunter questioned missing information from the last sentence in item #5 of New Business. The Clerk clarified it to read: "reserved for prepayment to volunteers." Commissioner Hunter moved to approve the 9/14/21 minutes with the changes, Commissioner Maddalena seconded. 6 Ayes (Maddalena, Archer, Hunter, Burt, McCollum, Rowson) motion passed.**

**FINANCIAL STATEMENT:**

1. Review P&L, Balance Sheet, Report of Funds as of September 30, 2021 **H**
2. Approve Bill Payments **H**

**There was discussion with Chief Connolly regarding backup documentation for time billed for preposition. Chief Connolly verified that all corresponding timesheets were kept on file. Commissioner Archer moved to approve the financial statements as presented, Commissioner Burt seconded. 6 Ayes (Maddalena, Archer, Hunter, Burt, McCollum, Rowson) motion passed. Commissioner Maddalena moved to approve the bill payments as presented, Commissioner Burt seconded. 6 Ayes (Maddalena, Archer, Hunter, Burt, McCollum, Rowson) motion passed.**

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

1. Chief's Report (Response Summary, Fleet, Communications System, Faculties) **Chief Connolly briefed on recent emergency responses including 2 vehicle accidents on Hwy 89. E84 out of service for a week, actuator failed during training. Trained with E83 the following week and had trouble pumping.**
2. Update on purchase of Type 2 Engine with Cascade from CCFPD **Chief Connolly and volunteers Matt Hale picked up on Oct 7<sup>th</sup>. It drives well, has a nice short turn radius, the onboard cylinders need hydro testing, it pumps well but has a leak. CCFPD included 400' of 1 1/2" double jacket hose, a few nozzles and topped off the fuel tank. He plans to send a thank you with a photo once in service. Connolly met with Sheriff Fisher regarding a 4-month trial of the Active 911 app that is tied into the County CAD that will alert our members to their phones in addition to radio dispatch.**
3. Training / Recruitment/ Retention **Switching over to structural firefighting trainings. New member is Ron Decker from Calpine.**
4. Discussion/Action: Update on pricing for Vector Solutions training program **Estimated \$35-\$90 per person per year, still researching which package we need.**
5. Update on preposition deployments since last meeting and status of submitting billing cycles **All F42's have been mailed to OES. In total there were 4- 30 day assignments, 2- 24 hr & 1- 18 hr.**
6. Discussion/Action on obtaining a gas card for volunteers on assignment i.e. fuel cards, credit cards, ATM **The Commission agreed to increase Chief Connolly's CalCard limit to \$5,000 and to look into getting him a second card at \$2,000 for volunteers on assignment.**
7. Status report of obtaining procedures from other agencies to study and update SCFPD#1 **In progress.**

**UNFINISHED BUSINESS:**

1. Status of appeal for fire services rendered during the Loyalton Fire (Rick/Kelly) **Commissioner Maddalena reported that the USDA has 90 days from when CalOES submitted the second appeal, which was around September 1<sup>st</sup>.**
2. Update on PSPS Grant/generator install in Calpine and Sierraville (Rick) **Project in progress.**
3. Update on AFG Grant for turnout gear (Rick/Kelly) **The District received a denial notice for this application. There were a high number of applicants and ours did not score high enough for consideration.**

4. Discussion/Action Volunteer payment policy for Volunteers who participate in paid assignments (Rick) **Commissioner Maddalena presented a couple draft options for review and it was agreed that this policy is a work in progress.**
5. Discussion/Action Calpine Pond restoration project (Rick/Tom R.) **The County Board of Supervisors has set aside \$20,000 of Title III funds for this project and it was noted that it would not be started during this calendar year.**
6. Discussion/Action regarding liability insurance for Training/Recruitment/Retention consultant (Tom A.) **It was agreed to bind the contract with Mick Connolly and issue payment from July 1<sup>st</sup> to current. Direction was given to the Clerk to forward additional workers' compensation and firefighters insurance declarations to Commissioner Archer for thorough review.**

#### **NEW BUSINESS:**

1. Discussion of response from County auditor regarding tax assessment payments (Candy/Kelly) **District Clerk was able to reconcile District tax revenues received with the explanations from County Tax Collector/Treasurer. She presented her emailed conclusion to Commissioner Hunter. It was resolved to do an annual reconciliation with County Treasurer for continued clarification.**
2. Discussion/Action to mitigate fire hazard in Verdi (Candy) **Commissioner Hunter discussed a residential fire hazard brought to her attention and the various approaches to resolve with issue were discussed.**
3. Discussion/Action regarding Survey Grass-7 and determine asking price **Commissioner Archer moved to advertise for the surplus of the Type 3 Engine, a 1981 International brush truck, with a minimum bid of \$500, Commissioner Burt seconded. 5 Ayes, 1 Nay (Archer, Hunter, Burt, McCollum, Rowson-Ayes, Maddalena- Nay) motion passed.**
4. Discussion/Action to move the November meeting to Nov. 16<sup>th</sup> or some agreeable date due to a conflict (Tom R.) **Commissioner Archer moved to continue the November 9<sup>th</sup> meeting to November 16<sup>th</sup>, Commissioner McCollum seconded. 6 Ayes (Maddalena, Archer, Hunter, Burt, McCollum, Rowson) motion passed.**
5. Discussion/Action of moving the Commission meeting date to the third Tuesday of the month to allow for more time for the clerk to reconcile Financial Statement due to bank statement cycle **Commissioner Archer commented that this could be done with an amendment to the bi-laws and would need to be published to the website.**

#### **ANNOUNCEMENTS AND COMMENTS:**

**NEXT SCHEDULED MEETING: November 16, 2021 at 6:00pm in Sierraville**

Key: T – Tabled from previous meeting H – Handout

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

**Sierra County Fire Protection District #1**  
**Unpaid Bills Detail**  
**As of October 25, 2021**

Type	Date	Num	Due Date	Aging	Open Balance
<b>High Sierra Gas</b>					
Bill	10/07/2021	96773	11/06/2021		402.52
Total High Sierra Gas					402.52
<b>Mick Connolly</b>					
Bill	07/01/2021	07.01.21	07/15/2021	102	1,000.00
Bill	08/01/2021	08.01.21	08/15/2021	71	1,000.00
Bill	09/01/2021	09.01.21	09/15/2021	40	1,000.00
Bill	10/01/2021	10.01.21	10/15/2021	10	1,000.00
Total Mick Connolly					4,000.00
<b>O'Reilly Automotive</b>					
Credit	10/08/2021	4426305359			-182.85
Bill	10/07/2021	4426304945	10/17/2021	8	441.62
Bill	10/12/2021	4426306211	10/22/2021	3	191.25
Total O'Reilly Automotive					450.02
<b>Plumas-Sierra REC</b>					
Bill	09/30/2021	3310	10/21/2021	4	36.35
Bill	09/30/2021	2867	10/21/2021	4	136.73
Bill	09/30/2021	3656	10/21/2021	4	55.40
Bill	09/30/2021	5410	10/21/2021	4	36.35
Bill	09/30/2021	17453	10/21/2021	4	88.91
Total Plumas-Sierra REC					353.74
<b>Plumas-Sierra Telecommunications</b>					
Bill	09/30/2021	64988	10/21/2021	4	109.00
Bill	09/30/2021	65061	10/21/2021	4	109.00
Total Plumas-Sierra Telecommunications					218.00
<b>Sierra County Tax Collector</b>					
Bill	09/14/2021	015-052-010-000	12/10/2021		458.16
Total Sierra County Tax Collector					458.16
<b>Sierraville Public Utilities District</b>					
Bill	09/30/2021	12536	10/30/2021		49.34
Total Sierraville Public Utilities District					49.34
<b>Sierraville Service &amp; County Store</b>					
Bill	09/30/2021	09.30.21	10/30/2021		1,497.53
Total Sierraville Service & County Store					1,497.53
<b>TOTAL</b>					<b>7,429.31</b>

Sierra County Fire Protection District #1

Unpaid Bills Detail

As of November 3, 2021

Type	Date	Num	Due Date	Aging	Open Balance
<b>ISU Insurance Services</b>					
Bill	10/13/2021	14154	11/01/2021	2	20,043.92
Total ISU Insurance Services					20,043.92
<b>L.N. Curtis &amp; Sons</b>					
Bill	10/12/2021	INV533962	11/11/2021		2,385.92
Bill	10/12/2021	INV533904	11/11/2021		1,217.98
Total L.N. Curtis & Sons					3,603.90
<b>National Fire Fighter Corp.</b>					
Bill	10/14/2021	01942832	11/13/2021		499.79
Total National Fire Fighter Corp.					499.79
<b>Sierra Valley Home Center</b>					
Credit	10/25/2021	205901			-23.25
Bill	10/25/2021	205903	11/10/2021		86.68
Bill	10/25/2021	205902	11/10/2021		39.34
Bill	10/22/2021	203967	11/10/2021		50.18
Bill	10/22/2021	203963	11/10/2021		267.11
Bill	10/18/2021	204072	11/10/2021		11.78
Bill	10/18/2021	204070	11/10/2021		160.30
Bill	10/09/2021	204198	11/10/2021		119.49
Bill	10/09/2021	204196	11/10/2021		82.94
Bill	09/28/2021	202213	11/10/2021		24.17
Total Sierra Valley Home Center					818.74
<b>TOTAL</b>					<b>24,966.35</b>

US Bank \$706.20

**Sierra County Fire Protection District #1**  
**Unpaid Bills Detail**  
**All Transactions**

Type	Date	Num	Due Date	Aging	Open Balance
<b>AT&amp;T</b>					
Bill	10/20/2021	000017218806	11/26/2021		66.83
Total AT&T					66.83
<b>AT&amp;T- Calpine</b>					
Bill	10/20/2021	000017218808	11/26/2021		21.33
Total AT&T- Calpine					21.33
<b>Bastian Engineering</b>					
Bill	11/01/2021	21-11-2055	11/01/2021	12	945.89
Total Bastian Engineering					945.89
<b>Cascade Fire Equipment</b>					
Bill	11/02/2021	120022	12/02/2021		272.45
Total Cascade Fire Equipment					272.45
<b>CSDA Member Services</b>					
Bill	10/01/2021	351	12/31/2021		703.00
Total CSDA Member Services					703.00
<b>Kelly Champion</b>					
Bill	10/15/2021	10.15.21	11/14/2021		83.41
Bill	11/12/2021	1844	12/12/2021		225.00
Bill	11/15/2021	11.15.21	12/15/2021		1,300.00
Total Kelly Champion					1,608.41
<b>Louis Siqueido</b>					
Bill	10/25/2021	10.25.21	10/25/2021	19	4,045.47
Total Louis Siqueido					4,045.47
<b>Mick Connolly</b>					
Bill	10/12/2021	10.12.21	10/12/2021	32	42.39
Bill	11/01/2021	11.01.21	11/01/2021	12	1,000.00
Total Mick Connolly					1,042.39
<b>Mike Cory</b>					
Bill	10/25/2021	10.25.21	10/25/2021	19	4,045.47
Total Mike Cory					4,045.47
<b>Mountain Messenger</b>					
Bill	11/09/2021	1819	12/09/2021		206.25
Total Mountain Messenger					206.25
<b>O'Reilly Automotive</b>					
Bill	10/27/2021	4426310436	11/20/2021		67.59
Bill	11/09/2021	4426313786	12/20/2021		178.02
Total O'Reilly Automotive					245.61
<b>Plumas-Sierra REC</b>					
Bill	10/29/2021	3310	11/21/2021		36.35
Bill	10/29/2021	2867	11/21/2021		99.69
Bill	10/29/2021	3656	11/21/2021		50.38
Bill	10/29/2021	5410	11/21/2021		36.35
Bill	10/29/2021	17453	11/21/2021		71.93
Total Plumas-Sierra REC					294.70
<b>Plumas-Sierra Telecommunications</b>					
Bill	10/29/2021	65061	11/21/2021		109.00
Bill	10/29/2021	64988	11/21/2021		109.00

## Sierra County Fire Protection District #1

## Unpaid Bills Detail

## All Transactions

Type	Date	Num	Due Date	Aging	Open Balance
Total Plumas-Sierra Telecommunications					218.00
<b>Rick Maddalena</b>					
Bill	10/15/2021	10.15.21	11/14/2021		30.16
Bill	11/03/2021	11.03.21	12/03/2021		681.28
Total Rick Maddalena					711.44
<b>Sierraville Public Utilities District</b>					
Bill	10/30/2021	12753	11/09/2021	4	49.34
Total Sierraville Public Utilities District					49.34
<b>Sierraville Service &amp; County Store</b>					
Bill	10/31/2021	10.31.21	11/30/2021		590.88
Total Sierraville Service & County Store					590.88
<b>TOTAL</b>					<b>15,067.46</b>

**Sierra County Fire Protection District #1**  
**Reconciliation Detail**  
6729 · US Bank CalCard, Period Ending 10/11/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						2,626.28
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 13 items</b>						
Credit Card Charge	09/10/2021		Smithneck Farms	X	-9.00	-9.00
Credit Card Charge	09/13/2021		Amazon.com	X	-278.32	-287.32
Credit Card Charge	09/23/2021		Costco	X	-36.79	-324.11
Credit Card Charge	09/23/2021		Costco	X	-34.62	-358.73
Credit Card Charge	09/24/2021		Drivetrain America	X	-379.67	-738.40
Credit Card Charge	09/24/2021		Titan Construction S...	X	-84.34	-822.74
Credit Card Charge	09/27/2021		USPS	X	-5.71	-828.45
Credit Card Charge	09/28/2021		OC Rugged Inc.	X	-1,635.65	-2,464.10
Credit Card Charge	09/29/2021		TF Tire & Service	X	-437.43	-2,901.53
Credit Card Charge	09/30/2021		The Farmhouse	X	-40.80	-2,942.33
Credit Card Charge	10/02/2021		Amazon.com	X	-9.64	-2,951.97
Credit Card Charge	10/07/2021		Galls	X	-285.94	-3,237.91
Credit Card Charge	10/07/2021		Chevron	X	-94.57	-3,332.48
Total Charges and Cash Advances					-3,332.48	-3,332.48
<b>Payments and Credits - 2 items</b>						
Check	09/14/2021	7291	US Bank	X	2,626.28	2,626.28
Check	09/29/2021	7337	US Bank	X	2,626.28	5,252.56
Total Cleared Transactions					1,920.08	1,920.08
Cleared Balance					-1,920.08	706.20
Register Balance as of 10/11/2021					-1,920.08	706.20
<b>New Transactions</b>						
<b>Payments and Credits - 1 item</b>						
Check	11/03/2021	7359	US Bank		706.20	706.20
Total New Transactions					706.20	706.20
<b>Ending Balance</b>					<b>-2,626.28</b>	<b>0.00</b>



8:53 AM

11/13/21

**Sierra County Fire Protection District #1**  
**Reconciliation Detail**  
**6729 - US Bank CalCard, Period Ending 11/10/2021**

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Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						706.20
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 1 item</b>						
Credit Card Charge	10/12/2021		USPS	X	-16.47	-16.47
Total Charges and Cash Advances					-16.47	-16.47
Total Cleared Transactions					-16.47	-16.47
Cleared Balance					16.47	722.67
<b>Uncleared Transactions</b>						
<b>Payments and Credits - 1 item</b>						
Check	11/03/2021	7359	US Bank		706.20	706.20
Total Uncleared Transactions					706.20	706.20
Register Balance as of 11/10/2021					-689.73	16.47
<b>Ending Balance</b>					<b>-689.73</b>	<b>16.47</b>

12:11 PM

11/12/21

**Sierra County Fire Protection District #1**  
**Reconciliation Summary**  
**110 · Wells Fargo Operating 7568, Period Ending 10/31/2021**

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	<u>Oct 31, 21</u>
<b>Beginning Balance</b>	92,204.36
<b>Cleared Transactions</b>	
Checks and Payments - 20 items	-25,232.50
Deposits and Credits - 4 items	35,161.34
	<u>9,928.84</u>
<b>Total Cleared Transactions</b>	<u>9,928.84</u>
<b>Cleared Balance</b>	<u><u>102,133.20</u></u>
<b>Uncleared Transactions</b>	
Checks and Payments - 8 items	-10,618.63
	<u>-10,618.63</u>
<b>Total Uncleared Transactions</b>	<u>-10,618.63</u>
<b>Register Balance as of 10/31/2021</b>	<u><u>91,514.57</u></u>
<b>New Transactions</b>	
Checks and Payments - 5 items	-25,672.55
	<u>-25,672.55</u>
<b>Total New Transactions</b>	<u>-25,672.55</u>
<b>Ending Balance</b>	<u><u>65,842.02</u></u>

## Sierra County Fire Protection District #1

## Reconciliation Detail

110 - Wells Fargo Operating 7568, Period Ending 10/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						92,204.36
<b>Cleared Transactions</b>						
<b>Checks and Payments - 20 items</b>						
Check	09/14/2021	7313	Jeff McCollum	X	-164.56	-164.56
Check	09/20/2021	7329	Jayson Hale	X	-4,500.00	-4,664.56
Check	09/20/2021	7325	Mike Cory	X	-1,200.00	-5,864.56
Check	09/20/2021	7334	Matt Wellise	X	-600.00	-6,464.56
Check	09/29/2021	7336	Calaveras Consolidated Fire PD	X	-5,000.00	-11,464.56
Check	09/29/2021	7337	US Bank	X	-2,626.28	-14,090.84
Bill Pmt -Che...	10/12/2021	7348	State Compensation Ins. Fund	X	-4,783.61	-18,874.45
Bill Pmt -Che...	10/12/2021	7339	Alpine Fire Services, Inc.	X	-849.61	-19,724.06
Bill Pmt -Che...	10/12/2021	7347	Sierra Valley Home Center	X	-776.54	-20,500.60
Bill Pmt -Che...	10/12/2021	7349	Thompson Garage Doors, Inc.	X	-673.17	-21,173.77
Bill Pmt -Che...	10/12/2021	7346	Rudy Hoyos Repair	X	-607.50	-21,781.27
Bill Pmt -Che...	10/12/2021	7343	Kelly Champion	X	-589.33	-22,370.60
Bill Pmt -Che...	10/12/2021	7344	National Fire Fighter Corp.	X	-300.25	-22,670.85
Bill Pmt -Che...	10/12/2021	7342	Forestry Suppliers	X	-243.00	-22,913.85
Bill Pmt -Che...	10/12/2021	7345	O'Reilly Automotive	X	-69.63	-22,983.48
Bill Pmt -Che...	10/12/2021	7340	AT&T	X	-66.60	-23,050.08
Bill Pmt -Che...	10/12/2021	7341	AT&T- Calpine	X	-21.74	-23,071.82
Bill Pmt -Che...	10/15/2021	7350	Kelly Champion	X	-1,300.00	-24,371.82
Bill Pmt -Che...	10/25/2021	7356	Sierra County Tax Collector	X	-458.16	-24,829.98
Bill Pmt -Che...	10/25/2021	7351	High Sierra Gas	X	-402.52	-25,232.50
Total Checks and Payments					-25,232.50	-25,232.50
<b>Deposits and Credits - 4 items</b>						
Deposit	10/14/2021			X	1,161.22	1,161.22
Deposit	10/25/2021			X	22,684.20	23,845.42
Deposit	10/28/2021			X	11,315.20	35,160.62
Deposit	10/31/2021			X	0.72	35,161.34
Total Deposits and Credits					35,161.34	35,161.34
Total Cleared Transactions					9,928.84	9,928.84
Cleared Balance					9,928.84	102,133.20
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Check	09/20/2021	7331	Jay Huebert		-2,100.00	-2,100.00
Bill Pmt -Che...	10/04/2021	7338	Zach Pehling-PNO CPA		-1,950.00	-4,050.00
Bill Pmt -Che...	10/25/2021	7352	Mick Connolly		-4,000.00	-8,050.00
Bill Pmt -Che...	10/25/2021	7358	Sierraville Service & County Store		-1,497.53	-9,547.53
Bill Pmt -Che...	10/25/2021	7353	O'Reilly Automotive		-450.02	-9,997.55
Bill Pmt -Che...	10/25/2021	7354	Plumas-Sierra REC		-353.74	-10,351.29
Bill Pmt -Che...	10/25/2021	7355	Plumas-Sierra Telecommunications		-218.00	-10,569.29
Bill Pmt -Che...	10/25/2021	7357	Sierraville Public Utilities District		-49.34	-10,618.63
Total Checks and Payments					-10,618.63	-10,618.63
Total Uncleared Transactions					-10,618.63	-10,618.63
Register Balance as of 10/31/2021					-689.79	91,514.57
<b>New Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Bill Pmt -Che...	11/03/2021	7360	ISU Insurance Services		-20,043.92	-20,043.92
Bill Pmt -Che...	11/03/2021	7361	L.N. Curtis & Sons		-3,603.90	-23,647.82
Bill Pmt -Che...	11/03/2021	7363	Sierra Valley Home Center		-818.74	-24,466.56
Check	11/03/2021	7359	US Bank		-706.20	-25,172.76
Bill Pmt -Che...	11/03/2021	7362	National Fire Fighter Corp.		-499.79	-25,672.55
Total Checks and Payments					-25,672.55	-25,672.55
Total New Transactions					-25,672.55	-25,672.55
<b>Ending Balance</b>					<b>-26,362.34</b>	<b>65,842.02</b>

11:49 AM

11/12/21

**Sierra County Fire Protection District #1**  
**Reconciliation Summary**  
**115 - Wells Fargo Savings 6564, Period Ending 10/31/2021**

---

	<u>Oct 31, 21</u>
Beginning Balance	50,312.69
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.43</u>
Total Cleared Transactions	<u>0.43</u>
Cleared Balance	<u><u>50,313.12</u></u>
Register Balance as of 10/31/2021	50,313.12
Ending Balance	50,313.12

# SIERRA COUNTY

Board of Supervisors  
P.O. Drawer D  
Downieville, California 95936  
Telephone (530) 289-3295  
Fax (530) 289-2830



October 8, 2021

Sierra County Fire District #1,

The enclosed check is a portion of the coronavirus State and Local fiscal recovery funds (CSLFRF) allocated to the County by the Federal Government to help the local economy with the impacts of COVID on business and nonprofits in Sierra County.

Respectfully Sierra County Board of Supervisors

\$5,000

Sincerely,

SIERRA COUNTY  
BOARD OF SUPERVISORS

By:

Lee Adams, Chair

Lee Adams  
District No. 1  
P.O. Box 1  
Downieville, CA 95936

Peter W. Huebner  
District No. 2  
P.O. Box 349  
Sierra City, CA 96125

Paul Roen  
District No. 3  
P.O. Box 43  
Calpine, CA 96124

Terry LeBlanc  
District No. 4  
P.O. Box 387  
Loyalton, CA 96118

Sharon Dryden  
District No. 5  
P.O. Box 246  
Loyalton, CA 96118

## Sierra County Fire Protection District #1

## Profit &amp; Loss Budget vs. Actual

July through October 2021

11/13/21

Accrual Basis

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
A · Tax Income	0.00	275,313.00	-275,313.00	0.0%
B · Fire Income	22,684.20	200,000.00	-177,315.80	11.3%
C · Fire House Rent	0.00	1,200.00	-1,200.00	0.0%
D · Grant Income	5,540.00	41,400.00	-35,860.00	13.4%
G · Interest Income	98.55	300.00	-201.45	32.9%
L · Miscellaneous Income	6,900.00			
M · Mitigation Fees	775.20	10,000.00	-9,224.80	7.8%
<b>Total Income</b>	<b>35,997.95</b>	<b>528,213.00</b>	<b>-492,215.05</b>	<b>6.8%</b>
<b>Gross Profit</b>	<b>35,997.95</b>	<b>528,213.00</b>	<b>-492,215.05</b>	<b>6.8%</b>
<b>Expense</b>				
1.0 · General	18,889.37	79,135.00	-60,245.63	23.9%
2.0 · Emergency Medical	716.21	6,000.00	-5,283.79	11.9%
3.0 · Communications	2,763.00	3,500.00	-737.00	78.9%
4.0 · Fire Protection	57,156.51	296,120.00	-238,963.49	19.3%
5.0 · Insurance	20,402.17	27,500.00	-7,097.83	74.2%
6.0 · Vehicle Repair & Maintenance	15,403.90	57,000.00	-41,596.10	27.0%
7.0 · Utilities	3,647.29	17,316.00	-13,668.71	21.1%
8.0 · Capital Asset/Mitigation Exp	20,495.78	30,088.00	-9,592.22	68.1%
10.0 · Transfer to Reserve - GF	0.00	11,554.00	-11,554.00	0.0%
<b>Total Expense</b>	<b>139,474.23</b>	<b>528,213.00</b>	<b>-388,738.77</b>	<b>26.4%</b>
<b>Net Income</b>	<b>-103,476.28</b>	<b>0.00</b>	<b>-103,476.28</b>	<b>100.0%</b>

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

	<u>Oct 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
105 · Sierra County Investment Pool	108,664.05
110 · Wells Fargo Operating 7568	91,514.57
115 · Wells Fargo Savings 6564	50,313.12
<b>Total Checking/Savings</b>	<u>250,491.74</u>
Accounts Receivable	
11000 · Accounts Receivable	2,466.28
<b>Total Accounts Receivable</b>	<u>2,466.28</u>
<b>Total Current Assets</b>	<u>252,958.02</u>
<b>Fixed Assets</b>	
150 · Buildings and Land	311,412.14
152 · Equipment	136,603.37
154 · Vehicles	535,852.81
160 · Accumulated Depreciation	-535,484.00
<b>Total Fixed Assets</b>	<u>448,384.32</u>
<b>TOTAL ASSETS</b>	<u><u>701,342.34</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · *Accounts Payable	35,224.92
<b>Total Accounts Payable</b>	<u>35,224.92</u>
Credit Cards	
6729 · US Bank CalCard	722.67
<b>Total Credit Cards</b>	<u>722.67</u>
<b>Total Current Liabilities</b>	<u>35,947.59</u>
Long Term Liabilities	
250 · USDA Loan	42,364.56
<b>Total Long Term Liabilities</b>	<u>42,364.56</u>
<b>Total Liabilities</b>	<u>78,312.15</u>
<b>Equity</b>	
30000 · Opening Balance Equity	16,546.23
302 · Investment in Fixed Assets	401,019.76
306 · Capital Asset Reserve	12,443.00
310 · Retained Earnings	296,497.48
Net Income	-103,476.28
<b>Total Equity</b>	<u>623,030.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>701,342.34</u></u>

Sierra County Fire Protection District #1  
**Banking Activity Detail**  
 October 1, 2021 - October 31, 2021

9:05 AM  
 11/13/21  
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
<b>105 - Sierra County Investment Pool</b>								
General Journal	10/10/2021	55		To record May 2021 Interest Apportionment	X	G · Interest Income	92.00	108,572.05
Total 105 · Sierra County Investment Pool								
<b>110 - Wells Fargo Operating 7568</b>								
Bill Pmt -Check	10/04/2021	7338	Zach Pehling-PNO...	20/21 FY Audit Deposit				76,013.52
Bill Pmt -Check	10/12/2021	7339	Alpine Fire Service...		X	20000 · *Accounts Payable	-1,950.00	74,063.52
Bill Pmt -Check	10/12/2021	7340	AT&T	9391059363	X	20000 · *Accounts Payable	-849.61	73,213.91
Bill Pmt -Check	10/12/2021	7341	AT&T -Calpine	9391059370	X	20000 · *Accounts Payable	-66.60	73,147.31
Bill Pmt -Check	10/12/2021	7342	Forestry Suppliers	2 Brush Shirts on Backorder, AFG Wildland Gear	X	20000 · *Accounts Payable	-21.74	73,125.57
Bill Pmt -Check	10/12/2021	7343	Kelly Champion	Postage & 13 Additional Hours	X	20000 · *Accounts Payable	-243.00	72,882.57
Bill Pmt -Check	10/12/2021	7344	National Fire Fight...	1 Pr. Wildland Tact Pant on Backorder, AFG Grant	X	20000 · *Accounts Payable	-589.33	72,293.24
Bill Pmt -Check	10/12/2021	7345	O'Reilly Automotive	Capsules	X	20000 · *Accounts Payable	-300.25	71,992.99
Bill Pmt -Check	10/12/2021	7346	Rudy Hoyos Repair	40.5 Hrs @ \$15	X	20000 · *Accounts Payable	-69.63	71,923.36
Bill Pmt -Check	10/12/2021	7347	Sierra Valley Hom...		X	20000 · *Accounts Payable	-607.50	71,315.86
Bill Pmt -Check	10/12/2021	7348	State Compensati...	05/15/2020-05/15/2021 Final Premium Bill	X	20000 · *Accounts Payable	-776.54	70,539.32
Bill Pmt -Check	10/12/2021	7349	Thompson Garage...	Repair L facing bay door, replace track and sensor eyes	X	20000 · *Accounts Payable	-4,783.61	65,755.71
Deposit	10/14/2021			Deposit	X	6.6 · Outside Repair Services	-673.17	65,082.54
Bill Pmt -Check	10/15/2021	7350	Kelly Champion	October 2021	X	20000 · *Accounts Payable	1,161.22	66,243.76
Bill Pmt -Check	10/25/2021	7351	High Sierra Gas	116.2 gal @ \$3.15	X	20000 · *Accounts Payable	-1,300.00	64,943.76
Bill Pmt -Check	10/25/2021	7352	Mick Connolly		X	20000 · *Accounts Payable	-402.52	64,541.24
Bill Pmt -Check	10/25/2021	7353	O'Reilly Automotive		X	20000 · *Accounts Payable	-4,000.00	60,541.24
Bill Pmt -Check	10/25/2021	7354	Plumas-Sierra REC		X	20000 · *Accounts Payable	-450.02	60,091.22
Bill Pmt -Check	10/25/2021	7355	Plumas-Sierra Tel...		X	20000 · *Accounts Payable	-353.74	59,737.48
Bill Pmt -Check	10/25/2021	7356	Sierra County Tax ...	Solid Waste Fee & Ground Water, 102 E Main	X	20000 · *Accounts Payable	-218.00	59,519.48
Bill Pmt -Check	10/25/2021	7357	Sierraville Public U...		X	20000 · *Accounts Payable	-458.16	59,061.32
Bill Pmt -Check	10/25/2021	7358	Sierraville Service ...		X	20000 · *Accounts Payable	-49.34	59,011.98
Deposit	10/25/2021			On Account	X	20000 · *Accounts Payable	-1,497.53	57,514.45
Deposit	10/26/2021			Deposit	X	B.5 · Tennant Fire	22,684.20	80,198.65
Deposit	10/31/2021			Interest	X	-SPLIT-	11,315.20	91,513.85
Total 110 · Wells Fargo Operating 7568								
<b>115 - Wells Fargo Savings 6564</b>								
Deposit	10/31/2021			Interest	X	G · Interest Income	0.43	50,312.69
Total 115 · Wells Fargo Savings 6564								
<b>6729 - US Bank CalCard</b>								
Credit Card C...	10/02/2021		Amazon.com	Instrument Mount for Vehicle	X	4.3 · Operating Supplies & Equip...	-9.64	-316.05
Credit Card C...	10/07/2021		Chevron		X	6.1 · Fuel	-94.57	-325.69
Credit Card C...	10/07/2021		Galls	CarSeat Organizer, 6 Navy Shirts	X	-SPLIT-	-285.94	-420.26
Credit Card C...	10/12/2021		USPS		X	1.3 · Office Expense	-16.47	-706.20
Total 6729 · US Bank CalCard								
<b>TOTAL</b>							<b>15,186.86</b>	<b>249,769.07</b>





**Sierra County Fire Protection District # 1**  
PO Box 255  
Sierraville, CA 96126  
[www.sierracountyfireprotectiondistrict1.com](http://www.sierracountyfireprotectiondistrict1.com)

**Commissioners**  
*Thomas Rowson– Chairman*  
*Rick Maddalena*  
*Thomas Archer*  
*Shawn Burt*  
*Laurie Belli*  
*Candace Hunter*  
*Jeff McCollum*

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

Supervisors:

The Sierra County Fire Protection District #1 respectfully submits the Fiscal Year 2020/2021 Annual Report for the District's Fee Mitigation Program and the District's updated Capital Improvement Plan.

Pursuant to Section 66006 of Government Code, the Sierra County Fire Protection District #1 (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. The District accomplished this reporting through 2019 as transmitted to the County Auditor. The 18/19 fiscal year submitted report showed capital investment expenditures had exceed accumulative mitigation fee collections from 2011 through 2019 leaving a balance on hand at zero.

The District found issues with tracking dispersed funds in the 19/20 Fiscal Year and was unable to produce a reliable annual report for that year. There are challenges in tracking fees collected in this program from actions taken in the Sierra County Building Department through the three distributions made annually to the District. Collections process in the Building Department have been subjected to an internal audit for the Fiscal years 18/19, 19/20, 20/21. Subsequent to that internal audit, billings have been submitted to two property owners for outstanding mitigation fees. This report uses corrected information from Sierra County to report on both the 19/20 and 20/21 Fiscal years (the 19/20 Report is summarized in this letter).

The District proposed, with the apparent support of the County Department Heads and Auditor, a "two check payment system" (one check to the County for permit fees, one check to the District upon issue of the permit for mitigation fees). A "two check system" is commonly used to maintain ease of tracking and, in turn accountability. This process was adopted by the County in October 2021 and is expected to resolve the collecting/disbursal tracking problem.

Using the internally audited Building Department Collection Data, the 2019/2020 Fiscal year is summarized below:

Balance Forwarded:	\$0.00
Fees Collected:	\$7,436.25
Rescue Truck Loan Payment	(\$6,471.71)
Balance Forwarded.	\$964.46

As authorized by Sierra County Ordinance 1097, Feb. 2 2021, fees are adjusted annually according to the Engineering News Record San Francisco Construction Cost Index March to March for a July 1, 2021

implementation. The cost index (summary attached) presents an increase of 3.1%. That increase changes the initial \$1.90/ SQ FT to \$1.96/ sq ft.

This report was authorized by motion of the Board of Commissioners of the Sierra County Fire Protection District #1, October 16, 2021

Respectfully,

Tom Rowson

Chair of the Commission

Enclosures 2: 1) Annual Report 2) Cost Index Summary

**2021/2022 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 nincorporated communities of Sierraville, Sattley, Calpine, Sierra Brooks, Loyalton Pines, Long Valley and Verdi and neighboring ranches, farms, and recreation atractions. 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 6/30/2021 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](http://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](http://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	\$ 1,070,995
Replacement Water Tender (2)	\$ 650,000
Command Vehicle- <i>Purchased 6/2021</i>	\$ 4,005
Type II Engine	\$ 12,000
Rescue 4WD Vehicle UTV Truck Style/Stokes EMS Equipment	\$ 45,000
Well/Water Storage Tank-Loyalton Pines Area	\$ 60,000
Dog Valley Fire Lane	\$ 5,000
	\$ 2,067,000

Current Fee	Proposed Fee
\$1.90	\$1.96

*\*Fees are adjusted annually according to the Engineering News Record San Francisco Construction Cost Index March to March for a July 1 implementation. March 2020-March 2021 CCI - 3.1%*

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

Following is an account of the 2020/2021 impact fee collection and expenditure detail through June 30th, 2021 with projected 2022-2026

	ACTUAL 2020/2021	PROJECTED 2021/2022	PROJECTED 2022/2023	PROJECTED 2023/2024	PROJECTED 2024/2025	PROJECTED 2025/2026
Beginning Fund Balance	\$ 964	\$ -	\$ 12,820	\$ 22,820	\$ 32,820	\$ 42,820
Annual Fees Collected	\$ 10,401	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Interest Earned	\$ (1,135)	\$ 4,820				
Adjustment Refunds	\$ 10,230	\$ 24,820	\$ 22,820	\$ 32,820	\$ 42,820	\$ 52,820
<b>Total Revenue</b>						
<b>Annual Expenditures</b>						
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.		\$ 1,070,995				
Command Vehicle	\$ 4,023	\$ 11,992				
Replacement Water Tender (2)		\$ 650,000				
Rescue UTV/Stokes EMS Equip.		\$ 45,000				
Type III Engine		\$ 12,000				
Well/Water Storage Tank		\$ 60,000				
Dog Valley Fire Lane	\$ 5,000	\$ 5,000				
CIP & Impact Fee Analysis Update	\$ 1,207	\$ 8,000				\$ 32,000
Office Expense/Bank Fees						
<b>Total Expenditures by Year</b>	\$ 10,230	\$ 12,000	\$ -	\$ -	\$ -	\$ 32,000
<b>Total Expenditures to Date</b>	\$ -	\$ 12,820	\$ 22,820	\$ 32,820	\$ 42,820	\$ 20,820
<b>IMPACT FEE BALANCE</b>						

\*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.

## FY 2021 Fire Reimbursement Estimates

(To be revised by invoice)

Incident Name/ Resources Committed	Estimated Gross Billing	Estimated Labor /Equipment Payout	Estimated Net to District
Tennant Fire, WT 84 for 288 hrs	\$22,684	\$9,866	\$12,818
Beckwourth Complex, Eng 82 + utility	\$99,500	\$50,700	\$48,800
Dixie WT 84 assumes same as Sheep Fire	\$74,300	\$33,400	\$40,900
XSI pre-position Brush 82 with 3 + Chief 8100	\$7,484 per day X 30 days = \$224,825	\$4,100 per day X 26 days = \$123,000	\$3,400 per day X 26 day= \$104.466
XSI pre-position Brush 83	\$4,098 per day X 10 days = \$40,980	\$1,624 per day X 10 days= \$16,240	\$2,137.80 per day X 10 days=\$21,378
XSI pre-position WT	\$4,018 per day X 7 days = \$28,126	\$1,424 per day 7 days= \$9,968	\$2,523 per day x 7 days = \$17,661
XSI pre-position Dozers @10%	\$11,651 per day X 26 days = \$302,931	\$10,592 per day X 26 days = \$275,392	\$1,060/day X 26 days = \$27,540
Windy Fire (assumes same as sheep fire)	\$74,000	\$33,400	\$40,900
Est 9.6.2021	<b>\$793,366</b>	<b>\$518,556</b>	<b>\$273,563</b>