

June 23, 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=NGVuTCtJL3d2akZGanpUVzlsSGF2UT09>

Meeting ID: 827 476 1160, Passcode: 419056

**CALL TO ORDER:**

Roll Call of Commissioners

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

Quorum Yes/No

**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: 05/17/22

**FINANCIAL STATEMENT:**

1. Review P&L, Balance Sheet, Report of Funds as of May 31, 2022 H
2. Approve Bill Payments H
3. FYE 2023 Budget H
4. Update on Prepositioning Pay

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

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

**UNFINISHED BUSINESS:**

1. Discussion/Action regarding Calpine siren (Shawn/Jeff)
2. Web Site Update (Candy)
3. Discussion/Action regarding fleet update/replacement priorities (Rick)
4. Discussion/Action - Capital Improvement Plan (Finance Committee) H
5. Discussion/Action regarding Sattley property (Rick)

**NEW BUSINESS:**

1. Introduction for Discussion: Code of Ethics and Values (Candy/Tom A)
2. Introduction for Discussion: Financial Reserve Policy (Candy/Tom A)
3. Approval of Annual Audit Contract not to Exceed \$4,290 (Kelly)

**ANNOUNCEMENTS AND COMMENTS:**

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

**ADJOURNMENT:**

Key: T – Tabled from previous meeting H – Handout

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

May 17, 2022 Tuesday @ 6:00 PM  
**SIERRA COUNTY FIRE PROTECTION DISTRICT # 1**  
**FIRE COMMISSIONERS MEETING AGENDA MINUTES**  
FIRE STATION 82, SIERRAVILLE CA

THIS MEETING WILL BE CONDUCTED IN PERSON AND VIA "CONFERENCE CALL". THOSE WISHING TO ATTEND THE MEETING VIA TELEPHONE SHOULD CALL (701) 802-5316 AND USE ACCESS CODE 5188908. YOU MAY ALSO ACCESS VIDEO AND ONE-WAY AUDIO VIA ZOOM AT THE FOLLOWING LINK: <https://us02web.zoom.us/j/8274761160?pwd=NGVuTCtJL3d2akZGanpUVzlsSGF2UTo9>

Meeting ID: 827 476 1160, Passcode: 419056

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

**Roll Call of Commissioners**

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

Quorum Yes/No

Acting Chair Comm. Maddalena called the meeting to order at 6:02. Chair Burt arrived at 6:04 and continued.

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

**PUBLIC COMMENT:**None

**MINUTES APPROVAL:** Approval of the Minutes: 04/19/22 Commissioner Rowson moved to adopt the minutes as presented, Commissioner Hunter seconded. 4 Ayes (Hunter, Rowson, Archer, Maddalena) 1 Abstain (McCollum) 1 Absent (Burt) motion passed.

**FINANCIAL STATEMENT:**

1. Review P&L, Balance Sheet, Report of Funds as of April 30, 2022 H Approve Bill Payments including Payment to Loyalton Fire H Commissioner McCollum moved to approve the financial reports as presented along with the bill payments, Commissioner Archer seconded. 6 Ayes motion passed.  
FYE 2023 Budget Comm. Maddalena reported that the Finance Committee met prior to the commission meeting and had various discussions regarding multiple line items. A draft was presented by the Clerk for comment. Comm. Archer expressed that he did not want to budget for incident revenue or expenditures. Chair Burt agreed that revenues should be budgeted at what was known for sure. Clerk Kelly mentioned that these revenues and expenditures were included in the current year budget estimated at \$200,000 in revenue. Comm. Rowson felt it should be included as it relates to the prepayment reserve.

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

Chief's Report (Response Summary, Fleet, Communications System, Facilities) Chief Connolly reported that responses were picking up and medical services were provided. There was a wind event that rekindled a fire at the transfer station handled with the USFS and a tree fell on Hwy 89 onto a high-tension line which also started a fire. There was a vehicle accident with extraction and rope rescue with animal transportation. The CHP transported 2 dogs.

1. Training / Recruitment/ Retention June 2<sup>nd</sup> will be a wildland refresher course that will start at 8am in the classroom and then go to the hot springs. A poster has been made for volunteer recruitment with a QR Code on it that will be posted throughout the community, be updated to the landing page on the website and published with an article in the newspaper.
2. Tour de Manure The Chief reported that Mike was doing a lot for the Tour and that Ryan Thompson was in charge of day of operations and will have volunteers assigned to apparatus.

**UNFINISHED BUSINESS:**

1. Update on surplus hose washer/dryer To be picked up before the Tour.
2. Discussion/Action regarding Calpine siren (Shawn/Jeff) Chair Burt was still trying to get a quote from Sierra electronics and Comm. McCollum called Banner Communications. The pole that it is on is rotten and will need to have the power company come out to turn off the power to get it down. It can be set up for manual operation at the station. It was the consensus of the Commission to allow for about \$3,000 for demo. Comm. Maddalena made mention of the siren at Hwy 49 and W. Willow.

3. **Web Site Update (Candy) Comm. Hunter requested structure fire photos. Comm. Maddalena prepared an "About Us" section. The Ethics Policy to be updated still and the Annual Government Compensation Report to be posted. The District website meets compliance according to her research.**

**NEW BUSINESS:**

1. **Discussion/Action regarding fleet update/replacement priorities (Rick) Comm. Maddalena presented a list of needs and went over possible opportunities for purchasing.**
2. **Discussion/Action - Capital Improvement Plan (Finance Committee) It was discussed to review the plan at the next meeting and hold a Public Hearing in July.**
3. **Discussion/Action regarding Sattley property (Rick) Comm. Maddalena discussed the need to install electric to the well pump for two water tanks there. He also presented the idea of demolishing the small structure on the property in a structure fire training exercise. Direction was given for Comm. Maddalena to continue to work on both projects.**
4. **Discussion/Action regarding Commission Vacancy Comm. Rowson discussed the need to fill the vacancy with a representative from the newly annexed areas of Loyalton; Sierra Brooks or Loyalton Pines. Comm. Rowson to ask that the County advertise again and discuss further if no response.**

**ANNOUNCEMENTS AND COMMENTS:** May 21<sup>st</sup> is the Loyalton Fire Department's Annual Spaghetti Feed Fundraiser at the Sierra Brooks Lodge. Clerk Kelly reported another Sierra Brooks Firewise event, a donation received with a thank you letter from a victim of a February 7<sup>th</sup> vehicle rollover on Hwy 89, a thank you card regarding the response to a structure fire in Sierraville, a letter from SPUD regarding the meter replacement project completion, a Certificate of Recognition and Appreciation from Nor-Cal EMS and misc other correspondence.

**NEXT SCHEDULED MEETING:** June 21, 2022 at 6:00pm in Sierraville

**ADJOURNMENT:** 7:51pm

Key: T – Tabled from previous meeting H – Handout

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

# Sierra County Fire Protection District #1

## Profit & Loss Budget vs. Actual

06/22/22  
Accrual Basis

July 2021 through May 2022

	<u>Jul '21 - May ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>A · Tax Income</b>	262,903.22	275,313.00	-12,409.78	95.5%
<b>B · Fire Income</b>	771,547.42	200,000.00	571,547.42	385.8%
<b>C · Fire House Rent</b>	1,200.00	1,200.00	0.00	100.0%
<b>D · Grant Income</b>	41,242.60	41,400.00	-157.40	99.6%
<b>G · Interest Income</b>	204.07	300.00	-95.93	68.0%
<b>H · Donation Income</b>	8,900.01			
<b>L · Miscellaneous Income</b>	12,848.66			
<b>M · Mitigation Fees</b>	44,348.37	10,000.00	34,348.37	443.5%
<b>Total Income</b>	<u>1,143,194.35</u>	<u>528,213.00</u>	<u>614,981.35</u>	<u>216.4%</u>
<b>Gross Profit</b>	1,143,194.35	528,213.00	614,981.35	216.4%
<b>Expense</b>				
<b>1.0 · General</b>	85,087.15	79,135.00	5,952.15	107.5%
<b>2.0 · Emergency Medical</b>	2,593.76	6,000.00	-3,406.24	43.2%
<b>3.0 · Communications</b>	6,021.69	3,500.00	2,521.69	172.0%
<b>4.0 · Fire Protection</b>	605,191.10	296,120.00	309,071.10	204.4%
<b>5.0 · Insurance</b>	22,446.61	27,500.00	-5,053.39	81.6%
<b>6.0 · Vehicle Repair &amp; Mainten...</b>	32,662.02	57,000.00	-24,337.98	57.3%
<b>7.0 · Utilities</b>	18,659.65	17,316.00	1,343.65	107.8%
<b>8.0 · Capital Asset/Mitigation E...</b>	23,995.33	30,088.00	-6,092.67	79.8%
<b>10.0 · Transfer to Reserve - GF</b>	0.00	11,554.00	-11,554.00	0.0%
<b>Total Expense</b>	<u>796,657.31</u>	<u>528,213.00</u>	<u>268,444.31</u>	<u>150.8%</u>
<b>Net Income</b>	<u><u>346,537.04</u></u>	<u><u>0.00</u></u>	<u><u>346,537.04</u></u>	<u><u>100.0%</u></u>

# Sierra County Fire Protection District #1

## Balance Sheet

As of May 31, 2022

06/22/22  
Accrual Basis

	May 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
105 · Sierra County Investment Pool	108,664.05
110 · Wells Fargo Operating 7568	478,987.20
115 · Wells Fargo Savings 6564	50,316.04
<b>Total Checking/Savings</b>	637,967.29
<b>Other Current Assets</b>	
145 · Prepaid Expense	6,681.31
<b>Total Other Current Assets</b>	6,681.31
<b>Total Current Assets</b>	644,648.60
<b>Fixed Assets</b>	
150 · Buildings and Land	311,412.14
152 · Equipment	136,603.37
154 · Vehicles	530,852.81
160 · Accumulated Depreciation	-535,484.00
<b>Total Fixed Assets</b>	443,384.32
<b>TOTAL ASSETS</b>	<b>1,088,032.92</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · *Accounts Payable	4,011.53
<b>Total Accounts Payable</b>	4,011.53
<b>Credit Cards</b>	
6729 · US Bank CalCard	3,679.66
<b>Total Credit Cards</b>	3,679.66
<b>Total Current Liabilities</b>	7,691.19
<b>Long Term Liabilities</b>	
250 · USDA Loan	33,123.02
<b>Total Long Term Liabilities</b>	33,123.02
<b>Total Liabilities</b>	40,814.21
<b>Equity</b>	
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	219,822.54
Net Income	346,537.04
<b>Total Equity</b>	1,047,218.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,088,032.92</b>

06/22/22  
Accrual Basis

Banking Activity Detail  
May 1, 2022- May 31, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>110 - Wells Fargo Operating 7588</b>							
Deposit	05/02/2022			Deposit			402,665.02
Deposit	05/09/2022			Deposit	M · Mitigation Fees	486.08	403,151.10
Deposit	05/12/2022			Deposit	-SPLIT-	106,179.81	509,330.91
Deposit	05/16/2022			Deposit	5.1 · Workers Compensatio...	1,384.66	510,715.57
Deposit	05/17/2022			Deposit	M · Mitigation Fees	3,507.40	514,222.97
Deposit	05/17/2022			Deposit	D-5 · Title III Funds	395.95	514,618.92
Deposit	05/17/2022			Deposit	H · Donation Income	100.00	514,718.92
Check	05/17/2022	7522	US Bank	6729, 5-10-22		-4,845.51	509,873.41
Bill Pmt -Check	05/17/2022	7523	AT&T	9391059363		-64.28	509,809.13
Bill Pmt -Check	05/17/2022	7524	AT&T- Calpine	9391059370		-20.73	509,788.40
Bill Pmt -Check	05/17/2022	7525	City of Loyalton	April 2022 Property Tax Disbursement		-20,912.53	488,875.87
Bill Pmt -Check	05/17/2022	7526	High Sierra Gas	78.5		-258.32	488,617.55
Bill Pmt -Check	05/17/2022	7527	Intermountain Disposal...			-49.14	488,568.41
Bill Pmt -Check	05/17/2022	7528	Kelly Champion	May 2022		-2,600.00	485,968.41
Bill Pmt -Check	05/17/2022	7529	KR Nida Corporation	BKR 500 Radio		-3,119.63	482,848.78
Bill Pmt -Check	05/17/2022	7530	Mike Connolly	May Professional Services		-1,000.00	481,848.78
Bill Pmt -Check	05/17/2022	7531	Mike Blide	Reimburse Expenses, Sierraville Title III funds		-299.95	481,548.83
Bill Pmt -Check	05/17/2022	7532	O'Reilly Automotive			-148.33	481,400.50
Bill Pmt -Check	05/17/2022	7533	Plumas-Sierra REC			-212.33	481,188.17
Bill Pmt -Check	05/17/2022	7534	Plumas-Sierra Teleco...			-218.00	480,970.17
Bill Pmt -Check	05/17/2022	7535	Rick Maddalena	Reimburse signs for Tour de Manure appreciation		-180.13	480,790.04
Bill Pmt -Check	05/17/2022	7536	Rudy Hoyos Repair	May 2022 Contract Payment		-600.00	480,190.04
Bill Pmt -Check	05/17/2022	7537	Shelly Wright	Reimburse Expenses, Sierraville Title III funds		-41.00	480,149.04
Bill Pmt -Check	05/17/2022	7538	Sierraville Public Utilitie...			-49.34	480,099.70
Bill Pmt -Check	05/17/2022	7539	Sierraville Service & C...			-541.52	479,558.18
Bill Pmt -Check	05/17/2022	7540	City of Loyalton	262 copies @ .20		-52.40	479,505.78
Bill Pmt -Check	05/17/2022	7541	Kelly Champion	50% Professional Liability Insurance Per Contract		-426.50	479,079.28
Bill Pmt -Check	05/17/2022	7542	Plumas-Sierra REC	3/21/22-04/2/22		-96.14	478,983.14
Deposit	05/31/2022			Interest	G · Interest Income	4.06	478,987.20
Total 110 - Wells Fargo Operating 7588							478,987.20
<b>115 - Wells Fargo Savings 6564</b>							
Deposit	05/31/2022			Interest	G · Interest Income	0.43	50,316.04
Total 115 - Wells Fargo Savings 6564							50,316.04
<b>6729 - US Bank CalCard</b>							
Credit Card Ch...	05/06/2022			Beanie & Trucker Hats		-1,392.53	-3,254.86
Credit Card Ch...	05/07/2022			Flags		-198.12	-4,647.39
Check	05/17/2022	7522	W&T Graphix	6729, 5-10-22		4,845.51	-4,845.51
Credit Card Ch...	05/17/2022		US Bank	Mick refresher		-106.15	-106.15
Credit Card Ch...	05/19/2022		Chevron	Class B Shirt		-53.30	-159.45
Credit Card Ch...	05/24/2022		Galls	Training for C Baker		-400.00	-559.45
Credit Card Ch...	05/24/2022		Red Helmet Paypal	2 Stihl 462 Rescue Saws		-3,120.21	-3,679.66
Credit Card Ch...	05/24/2022		White Cap			-424.80	-3,679.66
Total 6729 - US Bank CalCard							-3,679.66
<b>TOTAL</b>							<b>50,316.04</b>
							<b>75,897.81</b>
							<b>525,623.58</b>

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

06/21/22

Type	Date	Num	Due Date	Aging	Open Balance
<b>AT&amp;T</b>					
Bill	05/20/2022	000018230748	06/27/2022		63.83
<b>Total AT&amp;T</b>					63.83
<b>AT&amp;T- Calpine</b>					
Bill	05/20/2022	000018230750	06/27/2022		20.76
<b>Total AT&amp;T- Calpine</b>					20.76
<b>EIP Holdings II, LLC</b>					
Bill	07/01/2022	INV961	07/01/2022		1,920.00
<b>Total EIP Holdings II, LLC</b>					1,920.00
<b>Intermountain Disposal Inc.</b>					
Bill	05/25/2022	SIEFI	06/24/2022		49.14
<b>Total Intermountain Disposal Inc.</b>					49.14
<b>Kelly Champion</b>					
Bill	06/15/2022	06.15.22	06/15/2022	6	2,600.00
<b>Total Kelly Champion</b>					2,600.00
<b>L.N. Curtis &amp; Sons</b>					
Bill	06/03/2022	INV731173	07/03/2022		9,256.75
<b>Total L.N. Curtis &amp; Sons</b>					9,256.75
<b>Mick Connolly</b>					
Bill	06/01/2022	06.01.22	06/01/2022	20	1,000.00
<b>Total Mick Connolly</b>					1,000.00
<b>Plumas-Sierra REC</b>					
Bill	05/31/2022	17453	06/21/2022		65.74
Bill	05/31/2022	2867	06/21/2022		101.45
Bill	05/31/2022	3656	06/21/2022		52.88
Bill	05/31/2022	5410	06/21/2022		36.35
Bill	05/31/2022	3310	06/21/2022		36.35
<b>Total Plumas-Sierra REC</b>					292.77
<b>Plumas-Sierra Telecommunications</b>					
Bill	05/31/2022	65061	06/21/2022		109.00
Bill	05/31/2022	64988	06/21/2022		109.00
<b>Total Plumas-Sierra Telecommunications</b>					218.00
<b>Rudy Hoyos Repair</b>					
Bill	06/01/2022	06.01.22	06/01/2022	20	600.00
<b>Total Rudy Hoyos Repair</b>					600.00
<b>Serenity Enriquez</b>					
Bill	05/18/2022	05.18.22	06/17/2022	4	13.86
<b>Total Serenity Enriquez</b>					13.86
<b>Sierraville Public Utilities District</b>					
Bill	05/31/2022	031	06/30/2022		49.34
<b>Total Sierraville Public Utilities District</b>					49.34
<b>Sierraville Service &amp; County Store</b>					
Bill	05/02/2022	1406	06/30/2022		354.51
Bill	05/23/2022	1413	06/30/2022		234.82
Bill	05/29/2022	1415	06/30/2022		33.37
<b>Total Sierraville Service &amp; County Store</b>					622.70

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

06/21/22

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>State Compensation Ins. Fund</b>					
Bill	05/18/2022	9013012-22	06/13/2022	8	1,114.88
Bill	05/23/2022	9013012-22	06/17/2022	4	1,566.25
Bill	06/15/2022	9013012-22	07/11/2022		1,566.25
<b>Total State Compensation Ins. Fund</b>					<b>4,247.38</b>
<b>TOTAL</b>					<b>20,954.53</b>



SIERRA CO. FPD #1

FLEET UPDATE/REPLACEMENT PRIORITIES

MAY 2022

FLEET #	MODEL YEAR	NOTES
E-82	2001	No time sensitive concern <b>Monitor hours</b>
E-282	20XX	No time sensitive concern <b>Monitor hours</b>
WT-82	1973 with newer diesel engine	Replace, as part of Capital Investment Plan
B-82	1991	Some time sensitive concern <b>Monitor hours</b>
R-82	2017	No time sensitive concern <b>Monitor mileage</b>
E-83	1981	Replace as an opportunity arises <b>Monitor hours</b>
B-83	2001	No time sensitive concern <b>Monitor mileage</b>
WT-83	1981	No time sensitive concern <b>Monitor hours</b>
E-84	1989	Replace as an opportunity arises, highest <b>structure engine priority</b>
B-84	1998	Replace with a Type 3 as an opportunity arises (Cal Fire Sale Spring 2022?) Est \$13-14,000) <b>highest wildland engine priority</b>
WT-84	1980	Replace, as part of Capital Investment Plan <b>Monitor hours</b>
R-84	2013	No time sensitive concern <b>Monitor mileage</b>
COMMAND	2008	Monitor mileage
Jeep	1994	Hold in fleet as a support vehicle, potential replace with a ½ or ¾ ton 4x4 <b>pickup truck</b>

**Goals of the Code of Ethics & Values:** To make our District a better District, built on mutual respect and trust. To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. This policy applies to all elected officials, officers, employees, members of advisory committees, explorers and volunteers of the District, herein called officials for the purposes of this policy.

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The District has adopted this Code of Ethics & Values to promote and maintain the highest standards of personal and professional conduct in the District's government.

All elected and appointed officials, District employees, volunteers and others who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

**Core Values:**

As participatory officials in the District's government, we subscribe to the following Core Values:

**As a Representative of the District, I will be ethical. In practice, this value looks like:**

I am trustworthy, acting with the utmost integrity and moral courage.

I am truthful. I do what I say I will do. I am dependable.

I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial and other personal interests that impair my independence of judgment or action.

I am fair, distributing benefits and burdens according to consistent and equitable criteria.

I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions.

I show respect for persons, confidences and information designated as "confidential."

I use my title(s) only when conducting official District business, for information purposes or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.

I will avoid actions that might cause the public or others to question my independent judgment.

**As a Representative of the District, I will be professional. In practice, this value looks like:**

**I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.**

**I approach my job and work-related relationships with a positive, collaborative attitude.**

**I keep my professional education, knowledge and skills current and growing.**

**As a Representative of the District, I will be service-oriented. In practice, this value looks like:**

**I provide friendly, receptive, courteous service to everyone.**

**I attune to and care about the needs and issues of citizens, public officials and District workers.**

**In my interactions with constituents, I am interested, engaged and responsive.**

**As a Representative of the District, I will be fiscally responsible. In practice, this value looks like:**

**I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.**

**I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.**

**I make good financial decisions that seek to preserve programs and services for District residents.**

**I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.**

**As a Representative of the District, I will be organized. In practice, this value looks like:**

**I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.**

**I follow through in a responsible way, keeping others informed and responding in a timely fashion.**

**I am respectful of established District processes and guidelines.**

**As a Representative of the District, I will be communicative. In practice, this value looks like:**

**I positively convey the District's care for and commitment to its citizens.**

**I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.**

**I engage in effective two-way communication, by listening carefully, asking questions and determining an appropriate response which adds value to conversations.**

**As a Representative of the District, I will be collaborative. In practice, this value looks like:**

**I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.**

**I work towards consensus building and gain value from diverse opinions.**

**I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.**

**I consider the broader regional and statewide implications of the District's decisions and issues.**

**As a Representative of the District, I will be progressive. In practice, this value looks like:**

**I exhibit a proactive, innovative approach to setting goals and conducting the District's business.**

**I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.**

**I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.**

**Enforcement:**

**Any official found to be in violation of this Code of Ethics and Values may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.**



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

**Commissioners**  
*Shawn Burt~ Chairman*  
*Rick Maddalena*  
*Thomas Archer*  
*Tom Rowsen*  
*Jeff McCollum*  
*Candace Hunter*

## **FINANCIAL RESERVE POLICY**

### **PURPOSE**

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

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

### **POLICY**

#### **Operating Reserves**

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

#### **Capital Reserves**

Capital Reserves will be accumulated to fund infrastructure projects, fire and emergency vehicles, apparatus and equipment and will be an integral part of the District's Capital Plan. A key objective for accumulating Capital Reserves is to minimize external borrowing and interest expense. The minimum amount of Capital Reserves will equal \$ \_\_\_\_\_, ( \_\_\_\_\_ Dollars). The maximum amount of capital reserves will \$ \_\_\_\_\_, ( \_\_\_\_\_ Dollars).

#### **Procedure for Using Reserve Funds**

##### **Operating Reserves**

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

## **Capital Reserves**

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

## **Procedure for Monitoring Reserve Levels**

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

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

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

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



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**RESOLUTION 2022-06**

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

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

**BE IT HEREBY RESOLVED** that the Financial Reserve Policy, attached as **Exhibit A**, is hereby Approved, and Adopted, this \_\_\_\_ Day of \_\_\_\_\_, 2022 at the Regular Meeting of the Board of Commissioners of the Sierra County Fire Protection District #1, by the following Roll Call vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
**Shawn Burt, Chairman**

**ATTEST:** \_\_\_\_\_  
**Kelly Champion, District Clerk**



May 31, 2022

Sierra County Fire  
Sierraville, CA

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Sierra County Fire for the year-ended June 30, 2022. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Sierra County Fire as of and for the year ended Sierra County Fire.

Accounting standards generally accepted in the United States of America call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to Sierra County Fire's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI as our limited procedures do not provide us with sufficient evidence to do so under our professional standards. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis

We also understand that supplementary information other than RSI will accompany Sierra County Fire's basic financial statements. In accordance with auditing standards generally accepted in the United States of America, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole.

**Objective**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the additional supplementary information referred to above when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards (GAAS). Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Sierra County Fire and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. If our opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or form an opinion, we may disclaim an opinion or not issue a report.





## **Audit Procedures**

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Sierra County Fire and other procedures we consider necessary. The procedures we determine necessary will depend on our "auditor's" judgment and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

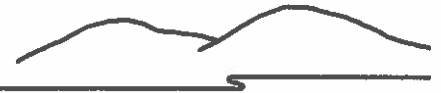
Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Sierra County Fire's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Sierra County Fire's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Sierra County Fire complies with applicable laws, regulations, contracts, and other agreements.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Zach Pehling is the engagement partner for the audit services specified in this letter. His responsibilities include supervising services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.



**Responsibilities of Management and Those Charged with Governance**

As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Sierra County Fire acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Sierra County Fire is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

By your signature below, you also acknowledge that the management of Sierra County Fire is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Sierra County Fire and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Sierra County Fire is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Sierra County Fire received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Sierra County Fire complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, illegal acts, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management’s responsibilities also include designating qualified individuals with the necessary expertise to be responsible and accountable for overseeing all the nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

You further acknowledge and understand that management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.



**Written Report**

We expect to issue a written report upon completion of our audit of Sierra County Fire's financial statements. Our report will be addressed to the Board of Directors of Sierra County Fire. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

**Other Matters**

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed \$4,173 for the audit for this contract. An initial deposit of \$2,087 due at the beginning of the year and the remainder due at completion of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

It is our policy to keep records related to this engagement for 7 years. However, Zach Pehling CPAs does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by government or regulatory agencies.

By your signature below, you acknowledge and agree that upon the expiration of the 7-year period Zach Pehling CPAs shall be free to destroy our records related to this engagement.

We appreciate the opportunity to be of service to Sierra County Fire and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Pehling PnPCPA*

Zach Pehling

**RESPONSE:**

This letter correctly sets forth the understanding of Sierra County Fire.

**APPROVED:**

\_\_\_\_\_  
Sierra County Fire

\_\_\_\_\_  
Date