

**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 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 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 DIRECTORS**

**SECTION 3.1 FORMATION OF THE BOARD**

- (a) The Board of Directors shall consist of Seven (7) Directors, each of whom shall be appointed by the Sierra County Board of Supervisors as vacancies may occur.
- (b) Each Director shall reside within the District Boundaries.

**SECTION 3.2 GENERAL POWERS AND DUTIES**

- (a) 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.
- (b) 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 establishing the scope and level of service to be provided consistent with its Mission Statement.
- (c) 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 Director for a 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 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 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**

- (a) 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.
- (b) For purposes of this action, "emergency situation" includes, but is not limited to the following:
  - (1) Crippling disaster which severely impairs public health, safety, or both as determined by a majority of the board.
  - (2) 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**

- (a) 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.
- (b) 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**

- (a) The following shall be the general Standing Order of business at Board Meetings:
  - 1. Call to Order
  - 2. Roll Call
  - 3. Public Comment
  - 4. Minutes Approval
  - 5. Financial Statement
  - 6. Correspondence
  - 7. Reports and Requests from District Chief, Battalion Chiefs and EMS Coordinator
  - 8. Unfinished Business
  - 9. New Business
  - 10. Announcements or Comments
  - 11. Next Scheduled Meeting
  - 12. Adjournment
- (b) 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.
- (c) 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**

- (a) The Chairperson of the Board or in his/her absence, the Vice Chairperson, or if both are absent, any Director selected by the present 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 Directors to act as the Acting Secretary shall perform the duties of the Secretary at the meeting.

- (b) 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 Director, including any claim, demand, cause of action, judgement, attorneys fees and costs, arising from any act or omission in office, including, but not limited to, performance of duties as a 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**

- (a) The officers of the Board shall be the Chairperson and the Vice Chairperson.
- (b) The Board Clerk/Secretary for the District shall be appointed by the Board.

**SECTION 5.2 TERMS OF BOARD OFFICERS**

- (a) 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.
- (b) The Vice Chairperson automatically becomes Chairperson upon the termination of the preceding chairperson's term. Each Director shall serve as Vice Chairperson and Chairperson in sequence by date of their appointment to the Board among those who have yet to serve as Chair/Vice Chair. If all current members of the 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**

- (a) The Chairperson - The Chairperson shall preside over the Board meetings and generally perform such other duties as directed by the Board.
- (b) 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.

**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 Directors, the following positions within the Fire District:

- 1. District Chief (Chief)
- 2. Division Chief
- 3. Battalion Chiefs

**SECTION 6.2 APPOINTMENT: CHIEF, DIVISION CHIEF, BATTALION CHIEFS**

The Board may select and appoint an individual to the position of Chief, or terminate such appointment. The Chief may select and appoint a Division Chief and Battalion Chiefs for Sierraville, Calpine, and Sattley Fire Stations and these actions shall be subject to confirmation by the Board. When the position of District Chief is vacant the Board shall be the appointing authority of the Battalion Chiefs.

### **SECTION 6.3 DUTIES OF THE FIRE CHIEF**

- (a) The Chief shall serve at the will and pleasure of the Board.
- (b) The Chief has responsibility for the day-to-day management of all operations of the District.
- (c) The Chief, or a duly appointed representative, shall carry out and enforce the ordinances, policies, and regulations of the District.
- (d) 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.
- (e) The Chief, subject to Directors' approval, shall develop and maintain Standard Operating Guidelines for the District. The Standard Operating Guidelines shall contain the official administrative plan, 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.
- (f) 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.
- (g) 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 (ASSIGNMENT AND DUTIES)**

The District Chief may choose to fill a Division Chief position to establish accountability for specific critical tasks. The assignment will be confirmed by the Board of Directors. The assignment of a Division Chief should consider the value of strategic transitional planning. However, the incumbent will not automatically become District Chief in the event that the Chief's position becomes vacant.

The initial critical tasks assigned are as follows:

1. Serve as training officer.
2. Serve to recruit and retain volunteers.



3. Serve as a Personnel Officer
4. Serve as "Acting District Chief" when so assigned by the District Chief.
5. Serve as District Liaison with cooperators and contract fire agencies (e.g. Truckee Meadows FPD) during incidents within the District when so assigned by the District Chief.
6. May serve in a supervisory role as a Safety Officer, rescue or medical group supervisor, public information officer, or Incident Commander on District incidents as situations warrant.

#### **SECTION 6.6 FIRE CHIEF, DIVISION CHIEF, BATTALION CHIEFS AND VOLUNTEER FIREFIGHTERS**

- (a) The District shall not discriminate in appointments on the basis of race, sex, age, religion, or national origin.
- (b) In accordance with the Personnel Policy of the District, the Chief is authorized to suspend, discipline, or remove from service any fire officer, or volunteer firefighter.
- (c) The Battalion Chiefs appointed by the Chief shall serve within the Chain of Command. Any Division or Battalion Chief, who is temporarily acting in the Chief's absence as the person in command, shall be directly responsible to the Board of Directors.
- (d) The Division Chief, as well as all Battalion Chiefs will report directly to the District Chief or Acting District Chief.

#### **SECTION 6.7 ADMINISTRATION AND PERSONNEL RULES**

- (a) The Board shall Adopt Policies or Standard Operating Guidelines and regulations for the administration of the District.
- (b) Said policies or guidelines, when adopted may be amended from time to time by the Board of Directors.

#### **SECTION 6.8 CHAIN OF COMMAND**

Directors and District personnel shall respect the chain of command (see Appendix). While District personnel are not prohibited from directly discussing District affairs with 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 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 Directors.

**ARTICLE VIII  
AMENDMENT**

**SECTION 8.1 AMENDMENTS TO THE POLICIES AND PROCEDURES**

The Policies and Procedures may only be amended as follows:

- (a) 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.
- (b) 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.
- (c) Prior to adoption modifications may be made in the text at either reading.
- (d) 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  
CHAIN OF COMMAND**

