

February 15, 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.

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 three minutes.

MINUTES APPROVAL: Approval of the Minutes: 01/18/22

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of January 31, 2022 **H**
2. Approve Bill Payments **H**
3. Update regarding mitigation fees and TOT received

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities)
2. Training / Recruitment/ Retention
3. Update on Pre-Position billings with Cal OES
4. Update on AFG and SAFER grant applications

UNFINISHED BUSINESS:

1. Update on PSPS Grant/generator install in Calpine and Sierraville including snow shedding issue (Rick/Jeff)
2. Update on surplus hose washer/dryer
3. Update on surplus of utility truck
4. Update regarding fire mitigation fee annual escalator (Rick, Tom A.)
5. Committee Report – June 4, 2022 Tour de Manure planning (Tom A./Rick)
6. Committee Report – updating District Bylaws, second reading (Rick/Candy)

NEW BUSINESS:

1. Review of Annual Audit **H**
2. Remove Laurie Belli as Wells Fargo bank signer and add Jeff McCollum
3. Discussion regarding video conferencing (Candy)
4. Approve Resolution 2022-2, Brown Act Policy and Public Records Policy (Tom A.) **H**
5. Request from Calpine Community Assoc regarding siren testing (Shawn) **H**
6. Sierraville Fire Wise Community planning and support- Title III funding

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: March 15, 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.

January 18, 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.

CALL TO ORDER: 6:00 pm

Roll Call of Commissioners

{ X } Shawn Burt, Chairperson { X } Jeff McCollum @ 6:15 { X } Tom Rowson
{ X } Candy Hunter remote { X } Tom Archer { X } Richard Maddalena remote { } Vacancy
Quorum Yes/No

PUBLIC INTRODUCTION: John Mitchell from Calpine Community Fire Association with Stacy from Calpine. District Clerk Kelly Champion, Fire Chief Connolly, Captain Rudy Hoyos

PUBLIC COMMENT: Mr. Mitchell set up a video camera in the corner of the room with the intent to video tape the meeting and add the recording to the CCFA's website via the YouTube channel. He provided the Commissioners with a handout regarding the status update of the organization including website screenshots and By-Laws adopted in December.

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: 12/14/21 **Commissioner Rowson moved to approve the 12/14/21 minutes, Commissioner Archer seconded. Roll call vote- 5 Ayes (Burt, Rowson, Maddalena, Archer, Hunter) 1 Absent (McCollum) motion passed.**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of December 31, 2021 **H Commissioner Maddalena questioned where the purchase of the brush truck was reflected, Clerk clarified that it was shown as an increase in Fixed Assets on the Balance Sheet and that she would reclassify it to Capital Outlay Expense on the Revenue & Expenditure report.**
2. Approve Bill Payments- Check #'s 7410-7433 Totaling \$97,063.64 **H Commissioner Archer moved to approve the financial presentation including bill payments with clarification on the brush truck purchase, Commissioner Maddalena seconded. Roll call vote- 6 Ayes (Burt, Rowson, Archer, Maddalena, Hunter, McCollum) motion passed.**
3. Discussion/Action: Review January payment from Sierra County Auditor and authorize payment to Loyalton Fire **H Direction was given to the Clerk to disburse the funds to Loyalton Fire.**

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities) **Chief Connolly reported on responses in the past month saying there were 4 rollovers but nothing serious, 3 medical calls with one being a careflight to Renown on Sunday from A23, and a structure fire in the trailer park in Loyalton from a deconstruction burn pile.**
2. Training / Recruitment/ Retention **They have been doing rope rescue drills and recently started getting volunteers up to speed on medical stuff. A new volunteer joined, Jim Cavanaugh, a former Hotshot who also has a Class A drivers license.**
3. Update on input of F-42's in Cal-OES new MARS system for Pre-Position reimbursement **They have all been entered into the system and he is working out an issue with one not being visible on their end.**

UNFINISHED BUSINESS:

1. Update on PSPS Grant/generator install in Calpine and Sierraville (Rick) **Commissioner Maddalena reported that both units were up and running. Mick and Rudy have been trained in operation and how the units automatically turn on and test. With the recent heavy snow there was snow shedding on the unit in Calpine and volunteers had to dig it out. Commissioner McCollum said he would look at it and Commissioner Archer wanted to discuss again next month.**

2. Approval of bid for surplus hose washer/dryer **Commissioner Archer moved to accept the one bid for \$675 for the hose dryer, Commissioner Rowson seconded. Roll call vote- 6 Ayes (Burt, Rowson, Archer, Maddalena, Hunter, McCollum) motion passed.**
3. Approval of bid for surplus 1983 Chevrolet 4x4 utility truck **Commissioner Maddalena moved to accept the one bid for \$10,001 for the utility truck with the FMV to be considered the sales price and the excess funds recognized as a donation to the District, Commissioner Hunter seconded. Roll call vote- 6 Ayes (Burt, Rowson, Archer, Maddalena, Hunter, McCollum) motion passed.**
4. Update regarding mitigation fee report and fee increase (Tom R./Rick) **Clerk Kelly reported that she needed clarification of what properties the recent mitigation fee disbursement was for along with what period the TOT funds were from. Direction was given to her to contact Bonnie for the fee information. Commissioner Maddalena reported that County council decided the BOS needed to hold a public hearing regarding the annual fee increase.**
5. Committee Report – June 4, 2022 Tour de Manure planning (Tom A./Rick) **Commissioner Archer reviewed a draft contract with SRA. Commissioner Hunter questioned a need for Covid protocols, Commissioner Archer has a waiver that can be used and Kelly offered to email a copy of a Covid plan she used personally for another event. Website registration for the event was scheduled to begin February 1st.**
6. Committee Report – Updating District Bi-Laws (Rick/Candy) **Commissioner Hunter took the time to review several edits and proposed changes to the document. Various discussions ensued regarding the updates. It was agreed to have another reading for further review and ultimately prepare a Resolution to approve any amendments to the existing By-Laws.**

NEW BUSINESS:

1. Discussion/Action Rudy Hoyos service contract (Tom R.) **H Commissioner Hunter questioned the number of vehicles Rudy is responsible for. Commissioner Archer moved to approve the contract and authorize Chairperson Burt to sign, Commissioner Maddalena seconded. Roll call vote- 6 Ayes (Hunter, Maddalena, Rowson, Burt, Archer, McCollum) motion passed.**
2. Action Item: Approve revised Volunteer Reimbursement Policy and Resolution 2022-1 (Tom A./Rick) **H Commissioner Rowson presented the Policy noting an edit in the first sentence changing the word “may” to “will”. Commissioner Maddalena moved to approve the revised policy and Resolution 2022-1, Commissioner Rowson seconded. Roll call vote- 6 Ayes (Hunter, Maddalena, Burt, Rowson, Archer, McCollum) motion passed.**
3. Discussion of Brown Act annual refresher (Tom A.) **Commissioner Archer clarified that there have not been any Brown Act violations but that it is important to know and understand the provisions. The Clerk sent out a link to a Brown Act Compliance Manual and an On-Demand Webinar found through the membership on the CSDA website. The link was sent with instructions in an email to Commissioners on January 17th titled Additional Materials for Tuesday. Commissioner Archer to present a policy.**
4. Public communication process (Shawn) **Chairperson Burt discussed the importance of the District addressing each public communication or request exactly the same. Commissioner Rowson felt it necessary to give the Chair broad support of communication in order to respond to communications, including letters and emails. Commissioner Archer agreed with the need to be consistent and noted that there is proper procedure for public records requests that should be followed to prevent confidential information or documents from being disclosed and referred to a standardized communication process. Chairperson Burt would like to make sure that everyone is treated the same and that each member of the District followed the same process. Chief Connolly clarified the procedure to become a volunteer member of the District and further clarified that SCFPD#1 is a local government agency that is completely independent of the Calpine Community Fire Association.**

ANNOUNCEMENTS AND COMMENTS: The Clerk announced a Thank You card from Laurie Belli, Commissioner Maddalena presented the District’s 2021 Annual Accomplishment Report, it was the consensus of the Commission to publish and post. Commissioner Maddalena asked Mick to clarify what grants he was working on. Chief Connolly reported that he had hired a grant writer to help submit an AFG grant for turnouts and the SAFER (Staffing for Adequate Fire and Emergency Response) grant that would be beneficial during dangerous conditions when volunteers are typically away at work. He also thanked Kelly, Jill, Serenity and others for their time and help with the grants.

NEXT SCHEDULED MEETING: February 15, 2022 at 6:00pm in Sierraville

ADJOURNMENT: 8:21 pm

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
 July 2021 through January 2022

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Income				
A · Tax Income	158,397.24	275,313.00	-116,915.76	57.5%
B · Fire Income	245,766.26	200,000.00	45,766.26	122.9%
C · Fire House Rent	0.00	1,200.00	-1,200.00	0.0%
D · Grant Income	40,846.65	41,400.00	-553.35	98.7%
G · Interest Income	166.77	300.00	-133.23	55.6%
H · Donation Income	500.00			
L · Miscellaneous Income	11,148.66			
M · Mitigation Fees	25,207.51	10,000.00	15,207.51	252.1%
Total Income	482,033.09	528,213.00	-46,179.91	91.3%
Gross Profit	482,033.09	528,213.00	-46,179.91	91.3%
Expense				
1.0 · General	62,278.62	79,135.00	-16,856.38	78.7%
2.0 · Emergency Medical	776.16	6,000.00	-5,223.84	12.9%
3.0 · Communications	2,763.00	3,500.00	-737.00	78.9%
4.0 · Fire Protection	255,442.89	296,120.00	-40,677.11	86.3%
5.0 · Insurance	18,471.89	27,500.00	-9,028.11	67.2%
6.0 · Vehicle Repair & Maintenance	24,416.13	57,000.00	-32,583.87	42.8%
7.0 · Utilities	11,706.80	17,316.00	-5,609.20	67.6%
8.0 · Capital Asset/Mitigation Exp	25,495.78	30,088.00	-4,592.22	84.7%
10.0 · Transfer to Reserve - GF	0.00	11,554.00	-11,554.00	0.0%
Total Expense	401,351.27	528,213.00	-126,861.73	76.0%
Net Income	80,681.82	0.00	80,681.82	100.0%

Balance Sheet

As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
105 · Sierra County Investment Pool	108,664.05
110 · Wells Fargo Operating 7568	151,142.97
115 · Wells Fargo Savings 6564	50,314.39
Total Checking/Savings	310,121.41
Accounts Receivable	
11000 · Accounts Receivable	64,183.68
Total Accounts Receivable	64,183.68
Other Current Assets	
145 · Prepaid Expense	6,681.31
12000 · Undeposited Funds	59,915.53
Total Other Current Assets	66,596.84
Total Current Assets	440,901.93
Fixed Assets	
150 · Buildings and Land	311,412.14
152 · Equipment	136,603.37
154 · Vehicles	530,852.81
160 · Accumulated Depreciation	-535,484.00
Total Fixed Assets	443,384.32
TOTAL ASSETS	884,286.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · *Accounts Payable	66,565.97
Total Accounts Payable	66,565.97
Credit Cards	
6729 · US Bank CalCard	-1,310.68
Total Credit Cards	-1,310.68
Total Current Liabilities	65,255.29
Long Term Liabilities	
250 · USDA Loan	42,364.56
Total Long Term Liabilities	42,364.56
Total Liabilities	107,619.85
Equity	
302 · Investment in Fixed Assets	401,019.76
306 · Capital Asset Reserve	59,839.37
307 · Mitigation Fee Reserve	1,235.68
310 · Retained Earnings	233,889.77
Net Income	80,681.82
Total Equity	776,666.40
TOTAL LIABILITIES & EQUITY	884,286.25

**Sierra County Fire Protection District #1
Profit & Loss Budget vs. Actual
July 2021 through January 2022**

	Jul '21 - Jan 22	Budget	% of Budget
Income			
A · Tax Income			
A.1 · Secured Property Tax	131,413.08		
A.2 · Unsecured Property Tax	7,204.43		
A.3 · Verdi Tax Income	9,539.89	18,000.00	53.0%
A.11 · Transient Occupancy Tax	10,239.84	1,000.00	1,024.0%
A · Tax Income - Other	0.00	256,313.00	0.0%
Total A · Tax Income	158,397.24	275,313.00	57.5%
B · Fire Income			
B.8 · KNP Complex	64,183.68		
B.7 · Dixie Fire	59,915.53		
B.6 · Beckwourth Complex	98,982.85		
B.5 · Tennant Fire	22,684.20		
B · Fire Income - Other	0.00	200,000.00	0.0%
Total B · Fire Income	245,766.26	200,000.00	122.9%
C · Fire House Rent	0.00	1,200.00	0.0%
D · Grant Income			
D-4 · 50/50 Grant	5,540.00		
D-5 · Title III Funds	495.76		
D-6 · PSPS Grant Income	34,810.89	36,300.00	95.9%
D · Grant Income - Other	0.00	5,100.00	0.0%
Total D · Grant Income	40,846.65	41,400.00	98.7%
G · Interest Income	166.77	300.00	55.6%
H · Donation Income	500.00		
L · Miscellaneous Income	11,148.66		
M · Mitigation Fees	25,207.51	10,000.00	252.1%
Total Income	482,033.09	528,213.00	91.3%
Gross Profit	482,033.09	528,213.00	91.3%
Expense			
1.0 · General			
1.1 · Professional Fees	1,950.00	4,500.00	43.3%
1.2 · Clerical	12,422.50	19,750.00	62.9%
1.3 · Office Expense	2,029.18	2,900.00	70.0%
1.4 · Fire House Maintenance	3,204.41	2,000.00	160.2%
1.5 · Bank Fee	31.00		
1.6 · CSDA Membership	703.00	700.00	100.4%
1.7 · Retention Incentives	183.72	3,000.00	6.1%
1.8 · County Admin Fees	33,446.60	33,785.00	99.0%
1.9 · Training & Personnel Services	7,000.00	12,000.00	58.3%
1.10 · Miscellaneous Expense	1,308.21	500.00	261.6%
Total 1.0 · General	62,278.62	79,135.00	78.7%
2.0 · Emergency Medical			
2.1 · EMS Training	658.22	3,500.00	18.8%
2.2 · EMS Medical Supplies	117.94	2,500.00	4.7%
Total 2.0 · Emergency Medical	776.16	6,000.00	12.9%
3.0 · Communications			
3.1 · Repeater Site Rental	1,863.00	1,850.00	100.7%
3.2 · Web Site	900.00	1,300.00	69.2%
3.3 · Communication Consulting/Repair	0.00	250.00	0.0%
3.4 · Radio & Repeater Batteries	0.00	100.00	0.0%
3.0 · Communications - Other	0.00	0.00	0.0%
Total 3.0 · Communications	2,763.00	3,500.00	78.9%
4.0 · Fire Protection			
4.1 · Personal Protection Equipment	3,064.14	6,000.00	51.1%
4.2 · Grant Expense			
PSPS Grant Expense	38,170.23	36,836.00	103.6%
Total 4.2 · Grant Expense	38,170.23	36,836.00	103.6%
4.3 · Operating Supplies & Equipment	5,477.43	22,000.00	24.9%
4.4 · Portable Equipment	0.00	2,000.00	0.0%
4.5 · Equipment Repair & Maintenance	1,279.01	4,000.00	32.0%
4.6 · Fire Training	0.00	3,000.00	0.0%
4.7 · Fire Protection Verdi Long Vall	48,000.00	48,000.00	100.0%
4.8 · Fire Protection Loyaltton	24,235.06	55,284.00	43.8%

Sierra County Fire Protection District #1
Profit & Loss Budget vs. Actual
 July 2021 through January 2022

	Jul '21 - Jan 22	Budget	% of Budget
4.9 · Fire Labor			
Beckwourth	39,645.61		
Dixie	21,612.45		
KNP	23,152.54		
Tennant	8,371.01		
Presposition	39,000.00		
Sugar	1,698.37		
Meals	1,478.45		
Mileage	0.00		
4.9 · Fire Labor - Other	0.00	100,000.00	0.0%
Total 4.9 · Fire Labor	134,958.43	100,000.00	135.0%
4.10 · Fire Response Equipment	0.00	17,000.00	0.0%
4.11 · Uniforms	258.59	2,000.00	12.9%
Total 4.0 · Fire Protection	255,442.89	296,120.00	86.3%
5.0 · Insurance			
5.1 · Workers Compensation Insur	557.20	10,000.00	5.6%
5.2 · Liability, Facility, Vehicle	17,914.69	15,000.00	119.4%
5.3 · Firefighter Insurance	0.00	2,500.00	0.0%
Total 5.0 · Insurance	18,471.89	27,500.00	67.2%
6.0 · Vehicle Repair & Maintenance			
6.1 · Fuel	6,999.74	25,000.00	28.0%
6.2 · Labor - Vehicles	4,755.00	8,000.00	59.4%
6.3 · Parts	6,531.13	4,000.00	163.3%
6.4 · Pump Testing	2,385.92		
6.5 · License & Registration	490.02		
6.6 · Outside Repair Services	0.00	3,500.00	0.0%
6.7 · Tools Auto	239.69	1,000.00	24.0%
6.8 · Tires	3,604.75	14,000.00	25.7%
6.9 · Repair & Maint. Misc.	0.00	1,500.00	0.0%
Total 6.0 · Vehicle Repair & Maintenance	25,006.25	57,000.00	43.9%
7.0 · Utilities			
7.1 · Electric	2,128.13	4,200.00	50.7%
7.2 · Propane	6,528.13	7,600.00	85.9%
7.3 · Water	328.70	500.00	65.7%
7.4 · Solid Waste & Groundwater	802.14	1,200.00	66.8%
7.5 · Telephone	611.70	1,200.00	51.0%
7.6 · Internet	1,308.00	2,616.00	50.0%
Total 7.0 · Utilities	11,706.80	17,316.00	67.6%
8.0 · Capital Asset/Mitigation Exp			
8.1 · USDA Rescue Truck Loan Payment	3,044.00	6,088.00	50.0%
8.5 · Type 2 Brush Truck- Sierraville	5,000.00	12,000.00	41.7%
8.6 · Calpine Siding Replacement	11,950.00	12,000.00	99.6%
8.9 · 2008 Chev Command Vehicle	5,501.78		
Total 8.0 · Capital Asset/Mitigation Exp	25,495.78	30,088.00	84.7%
10.0 · Transfer to Reserve - GF	0.00	11,554.00	0.0%
Total Expense	401,941.39	528,213.00	76.1%
Net Income	80,091.70	0.00	100.0%

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

Type	Date	Num	Due Date	Aging	Open Balance
AT&T					
Bill	01/20/2022	000017651975	02/28/2022		131.74
Total AT&T					131.74
AT&T- Calpine					
Bill	01/20/2022	000017651977	02/28/2022		20.76
Total AT&T- Calpine					20.76
Banner Communications					
Bill	02/01/2022	11329	03/03/2022		139.06
Total Banner Communications					139.06
Chris Patrick					
Bill	12/29/2021	12.29.21	03/29/2022		11,576.27
Total Chris Patrick					11,576.27
High Sierra Gas					
Bill	01/18/2022	102976	02/17/2022		737.64
Bill	01/19/2022	101377	02/18/2022		721.82
Total High Sierra Gas					1,459.46
Intermountain Disposal Inc.					
Bill	01/31/2022	71826	03/02/2022		49.14
Total Intermountain Disposal Inc.					49.14
ISU Insurance Services					
Bill	01/21/2022	14334	01/21/2022	21	263.08
Total ISU Insurance Services					263.08
Jaquez Custom Craft, Inc.					
Bill	01/11/2022	01.11.22	02/10/2022	1	300.00
Total Jaquez Custom Craft, Inc.					300.00
Kelly Champion					
Bill	02/15/2022	02.15.22	02/15/2022		2,600.00
Total Kelly Champion					2,600.00
Matt Wellise					
Bill	12/04/2021	12.04.21	03/04/2022		5,403.19
Total Matt Wellise					5,403.19
Mick Connolly					
Bill	02/01/2022	02.01.22	02/01/2022	10	1,000.00
Total Mick Connolly					1,000.00
Mike Cory					
Bill	12/04/2021	12.04.21	03/04/2022		10,806.07
Bill	12/29/2021	12.29.21	03/29/2022		11,576.27
Total Mike Cory					22,382.34
Mountain Messenger					
Bill	01/31/2022	1907	03/02/2022		83.23
Total Mountain Messenger					83.23
Napa Auto Parts					
Bill	01/15/2022	190-229439	02/10/2022	1	369.27
Total Napa Auto Parts					369.27

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

Type	Date	Num	Due Date	Aging	Open Balance
O'Reilly Automotive					
Bill	01/18/2022	4426332053	02/20/2022		590.12
Total O'Reilly Automotive					590.12
PowerGen Inc					
Bill	01/11/2022	N21-1071	02/10/2022	1	17,478.71
Total PowerGen Inc					17,478.71
Rudy Hoyos (Volunteer)					
Bill	12/04/2021	12.04.21	03/04/2022		5,403.19
Total Rudy Hoyos (Volunteer)					5,403.19
Rudy Hoyos Repair					
Bill	01/01/2022	01.01.22	01/15/2022	27	600.00
Bill	02/01/2022	02.01.22	02/15/2022		600.00
Total Rudy Hoyos Repair					1,200.00
Sierra Booster					
Bill	01/28/2022	1574	02/27/2022		95.00
Total Sierra Booster					95.00
Sierra Valley Home Center					
Bill	01/25/2022	197920	02/10/2022	1	32.41
Bill	01/14/2022	198152	02/10/2022	1	41.76
Bill	01/10/2022	198239	02/10/2022	1	166.81
Bill	01/05/2022	198265	02/10/2022	1	29.82
Total Sierra Valley Home Center					270.80
Sierraville Public Utilities District					
Bill	01/31/2022	13091	03/02/2022		49.34
Total Sierraville Public Utilities District					49.34
Sierraville Service & County Store					
Bill	01/31/2022	01.31.22	03/02/2022		630.45
Total Sierraville Service & County Store					630.45
Vickers Consulting Services, Inc.					
Bill	02/04/2022	026585	02/04/2022	7	2,400.00
Total Vickers Consulting Services, Inc.					2,400.00
TOTAL					73,895.15

**2/4/2022 Sierra County Fire Protection District #1 Memo Regarding the Last Four Structure
Fires per 2021 NFIR Reports**

3/29/2021, Chimney Fire, xxx Mtn. View, Calpine

Disp: 1751 – On Scene 1800

Eng 82, Eng 84, POV, Command, 5 People

11/25/2021, Gas Explosion, Calpine

Disp: 1906 – On Scene 1914

Eng 82, WT 83, Eng 84, Command, 5 People

12/10/2021, Chimney Fire, xxx S. Lincoln, Sierraville

Disp: 1702 – On Scene 1708

Eng 282, E84, POV, Command, 8 People

12/18/2021, Chimney Fire, xxx Main, Calpine

Disp: 1512 – On Scene 1514

Eng 84, Eng 82, Eng 83, 8 People

**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.

SECTION 1.3 BUSINESS OFFICES

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

**ARTICLE II
DEFINITIONS**

SECTION 2.1 BOARD

Shall mean the Board of Commissioners of the District.

SECTION 2.2 CHAIN OF COMMAND

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

SECTION 2.3 DISTRICT

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

SECTION 2.4 SECRETARY/TREASURER

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

SECTION 2.5 VOLUNTEER FIREFIGHTER/EMS RESPONDER

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

**ARTICLE III
BOARD OF COMMISSIONERS**

SECTION 3.1 FORMATION OF THE BOARD

- (a) The Board of Commissioners shall consist of Seven (7) Commissioners, each of whom shall be appointed by the Sierra County Board of Supervisors as vacancies may occur.
- (b) Each Commissioner 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 regarding the scope and level of service to be provided consistent with its Mission Statement.

SECTION 3.3 BOARD COMPENSATION

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

SECTION 3.4 FISCAL YEAR BUDGET

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

**ARTICLE IV
MEETINGS**

SECTION 4.1 REGULAR MEETINGS

Regular meetings of the Board of Commissioners shall be held on the 3rd Tuesday of each month, commencing at 6:00 P.M. unless otherwise ordered by the Board. At the conclusion of any regular meeting, the Board of Commissioners 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 Commissioner selected by the present Commissioners to act as Chairperson, shall preside at meetings of the Board, so long as a quorum is present to conduct business. The Secretary, or in the Secretary's absence, such other individual selected by the present Commissioners 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 Commissioner, 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 Commissioner 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 Commissioner shall serve as Vice Chairperson and Chairperson in sequence by date of their appointment to the Commission among those who have yet to serve as Chair/Vice Chair. If all current members of the Commission 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 Commissioners, 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 Commission 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 Commissioners. 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 Commissioners.
- (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 Commissioners.

SECTION 6.8 CHAIN OF COMMAND

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

**ARTICLE VII
GENERAL**

SECTION 7.1 AUTHORITIES TO BIND DISTRICT

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

SECTION 7.2 PAYMENT OF MONEY, NOTES, OR OTHER INDEBTEDNESS

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

SECTION 7.3 STATEMENTS BY BOARD MEMBER AND DISTRICT PERSONNEL

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

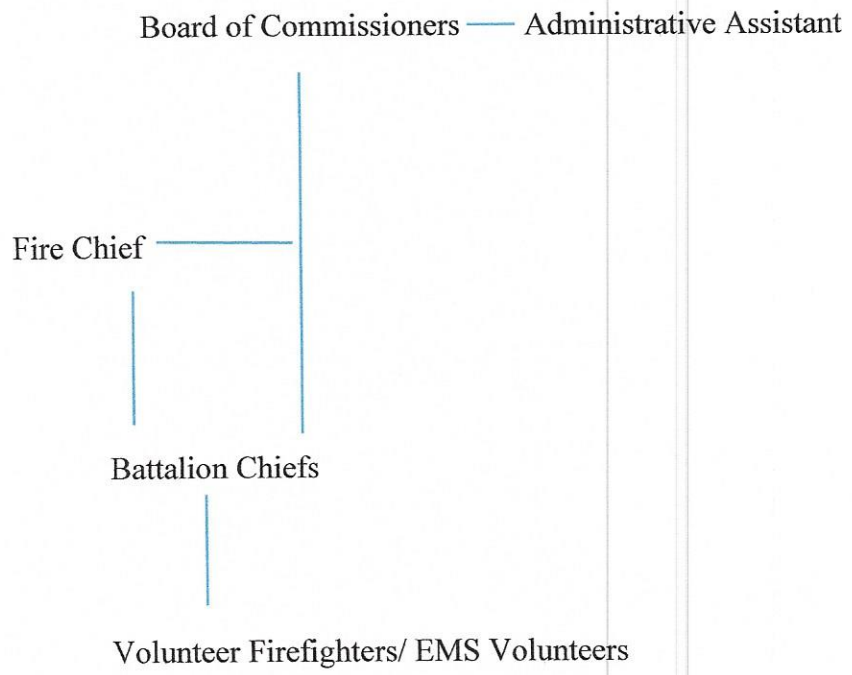
**ARTICLE VIII
AMENDMENT**

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**



CALPINE COMMUNITY FIRE ASSOCIATION

FORMERLY CALPINE VOLUNTEER FIRE DEPARTMENT

POB 141, Calpine, CA 96124

530-249-0350/calpinefireassociation@gmail.com/jmitch@psln.com

1/26/22

Shawn Burt, Chairman
Sierra County Fire Protection District No. 1
Calpine, CA 96124

Dear Shawn,

As we discussed at the Fire Commission meeting last week (1/18/22) we understand that periodic testing of the Calpine siren may be advisable. Please consider this a request to schedule testing the siren at 6:15 pm on the first Tuesday of each month. This will help promote fire protection awareness and thereby enhance recruitment of valuable personnel through the District application process. It will also honor the past Calpine volunteers who have served over the many years. For decades the siren was always sounded the night of Calpine Fire meeting to test it and remind the community.

On another matter, I am hand delivering this to your home because your phone/email/snail mail contact information is not available on the SCFPD#1 website for the Commissioners and Fire Chief. I sent a request for contact info to the secretary portal on the web site for this but a response hasn't arrived.

I am still hopeful that my 5 previous requests to meet with the district fire chief will bear fruit in an opportunity to meet, discuss and work together to support the fire protection of our community. I feel there is much to gain with improved communication.

I want to mention some important tempering thoughts that seem important to dealing with issues in this COVID season....

Public schools have opened under the COVID cloud to discover an unanticipated problem. My son's school in SoCal has had more violent fights in each month since opening under COVID than they traditionally have in the entire year. This trend is reported in most schools this year. Sadly, one supervisor was attacked and severely beaten to near death at my son's school. The point is that unusual times require unusual patience, awareness-understanding and that extra patience, awareness, kindness and understanding are needed under the COVID cloud to extinguish such hostility.

The other tempering thought I offer is something that I have experienced in my many years of doing the right thing in public service. Despite doing all of the right things (like fixing dirty water system, getting free grant to fix hydrants/tank/system, making sure overuse doesn't drain the tank dry, working for free open ended) there is always a phenomenon...."no good deed goes unpunished". I offer my support and understanding to anyone in public service doing the right thing as being significantly underappreciated from time to time.

CALPINE COMMUNITY FIRE ASSOCIATION

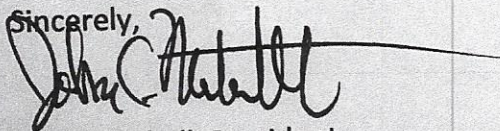
FORMERLY CALPINE VOLUNTEER FIRE DEPARTMENT

POB 141, Calpine, CA 96124

530-249-0350/calpinefireassociation@gmail.com/jmitch@psln.com

I remain committed to seeking positive solutions to make sure we can be properly protected. I personally have responded to two structure fires over the years that resulted in fatalities. Getting that truck there a few minutes quicker and getting water out of it in time could have saved those lives. This is just too important to not take care of.

Sincerely,

A handwritten signature in black ink, appearing to read "John Mitchell", with a long horizontal flourish extending to the right.

John Mitchell, President

Calpine Community Fire Association

Choose a plan

Find the right solution for your needs.

SAVE 17%

Billed Monthly Billed Annually

VIEW PLANS FOR All

CURRENCY US Dollars \$

SAVE 17%

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View Plans For All

Currency US Dollars \$

Zoom Meetings

Zoom Meetings Zoom Phone Zoom Events & Webinar Zoom Rooms Zoom United

NEW

SAVE 15%

BASIC

Personal meetings

Free

Sign Up (/signup)

- Host up to 100 participants
- Unlimited group meetings for up to 40 minutes
- Unlimited one-to-one meetings with a 30 hour time limit per meeting.
- Private & Group Chat

*Free, forever. No credit card required. EXPLORE ADD-ONS

PRO

Great for small teams

\$149.90 /year/license

Buy Now (/buy? plan=pro&period=annual&from=pro)

- All the benefits of Free, plus:
- Host up to 100 participants
 - Increase participants up to 1,000 with Large Meetings add-on
 - Group meetings for up to 30 hours
 - Social media streaming
 - 1 GB cloud recording (per license)

*Purchase up to 9 licenses per account

\$29 SAVINGS

BUSINESS

Small businesses

\$199.90 /year/license

Buy Now (/buy? plan=biz&period=annual&from=biz)

- All the benefits of Pro, plus:
- Host up to 300 participants
 - Increase participants up to 1,000 with Large Meetings add-on
 - Single sign-on
 - Recording transcripts
 - Managed domains
 - Company branding
 - Up to 99 licenses

*Starting at 10 licenses for \$1,999/year

\$399 SAVINGS

ENTER

Large

\$2

fr

All the

- Hos
- Unli
- Rec

artin



Optional Add-on Plans

*You must have at least one Licensed user to purchase these Add-on plans.

Audio Conferencing

Starting at \$1,200 per year

Audio Conferencing starts at \$1,200/year and is billed based on the rates (<https://zoom.us/zoomconference/rates>) per call per country. If you exceed the \$1,200/year commitment for calls, you will be charged overage usage based on the rates listed (<https://zoom.us/zoomconference/rates>).

- ✓ All paid plans come with local toll numbers, but Audio Plan allows you to add Call Out, global Toll-free and local dial-in for premium countries
- ✓ No charge to your participants to call in from any device
- ✓ Easily select one or multiple countries for Toll-free call-in

[Buy Now \(/buy?plan=pro&period=annual&from=tollfree&addon_period=annual\)](/buy?plan=pro&period=annual&from=tollfree&addon_period=annual)

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- ✓ Storage options include up to 3TB/month

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Premier Developer Support

Tiered support packages to help minimize risk and reduce downtime

- ✓ Prioritized technical resources & committed developer work hours available through tiered plans
- ✓ Quickly troubleshoot and resolve development issues within guaranteed target response times
- ✓ Directly communicate and easily manage open support cases via Zoom's secure Developer Support Portal
- ✓ Get expert assistance with your developer administration needs including support for App Marketplace submissions, releases, and maintenance

[Learn More \(https://zoom.us/docs/en-us/developer-support-plans.html\)](https://zoom.us/docs/en-us/developer-support-plans.html)





RESOLUTION 2022-02

ADOPTING A BROWN ACT COMPLIANCE POLICY AND PUBLIC RECORDS ACT COMPLIANCE POLICY

WHEREAS, the Sierra County Fire Protection District #1 desires to assure compliance with the Ralph M. Brown Act commencing at California Government Code §54950;

WHEREAS, the District further wishes to assure compliance with the Public Records Act commencing at California Government Code §6250 et seq.;

BE IT HEREBY RESOLVED that the Brown Act Compliance Policy, attached as **Exhibit A** and Public Records Act Compliance Policy, attached as **Exhibit B**, are hereby Approved and Adopted this 15th Day of January, 2022 at the Regular Meeting of the Board of Commissioners by the following Roll Call vote:

AYES: Commissioners _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

APPROVED: _____
Shawn Burt, Chair

ATTEST: _____
Kelly Champion, District Clerk Secretary

Brown Act Compliance Policy

Agendas

The Chair of the Commission shall prepare an agenda for each Regular and Special meeting of the Commission in accordance with the Ralph M. Brown Act (*California Government Code* Section 54950]. Any Director may request any item to be placed on the agenda by contacting the Board Chair at least five (5) business days prior to the date of the meeting.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Commission, subject to the following conditions:

1. The request must be in writing and be submitted to the Board Chair, together with supporting documents and information, if any, at least ten (10) business days prior to the date of the meeting;
2. The Board Chair shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the Board Chair's decision at the next Regular Board meeting. Any Commissioner may request that the item be placed on the agenda of the Board's next regular meeting.
3. No matter which is legally a proper subject for consideration by the Commissioners in closed session will be accepted under this policy;
4. The Board of Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board of Commissioners from receiving public comments at Regular and Special meetings of the Commission on matters which are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting, other than providing brief general directions to staff regarding the matter, if appropriate.

At least 72 hours prior to the time of all Regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (*California Government Code* 54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board (except confidential information allowed by State law) shall be available for public review prior to the Board meeting.

The agenda for a Special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (*California Government Code* Section 54956).

The Board Chair of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Commission, subject to re-ordering of the agenda by the Board at the meeting.

Meetings

1. **Regular Meetings** of the District Board of Commissioners shall be held on the third Tuesday of each calendar month at 6:00 pm at the Sierraville Fire Station #82.
2. **Special Meetings** of the Board of Commissioners may be called by the Board Chair or by a majority of the Board by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television stations, requesting notice, in writing and posting a notice on the District's web site. The notice shall be delivered personally or by any other means at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the Special meeting and the business to be transacted or discussed. No other business shall be considered by the Board at these meetings.
3. **Emergency Meetings.** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an Emergency Special meeting without complying with the 24-hour notice. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board Chair or a majority of the Board. Newspapers of general circulation in the District, radio and television stations which have requested notice of Special meetings shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the Emergency Special meeting, and of any action taken by the Board, as soon after the meeting as possible.

Closed session may be held during an Emergency meeting by a unanimous vote of the members present, and all other rules governing Special meetings shall be observed with the exception of the 24-hour notice. The minutes of the Emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.
4. **Adjourned Meetings.** A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda and adjourn the meeting to any time and place specified in the order of adjournment, except that if no Directors are present at any Regular or Adjourned Regular meeting, the Board Chair may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given.
5. **Standing Committee Meetings.** The meetings of standing Committees (comprised of Board members less than a quorum), are subject to the notice and open meeting provision of the Brown Act.

The Board Clerk shall ensure that all required and appropriate information is available for the audience at meetings of the Board of Commissioners, and that physical facilities for said meetings are functional and appropriate for all persons.

Public Records Act Policy

Policy:

Records of Sierra County Fire Protection District #1 (District) are open to inspection. Every person has the right to inspect any District record except those records exempted by statute from public disclosure.

Procedure:

1. All requests to view or photocopy District records other than typical billing and account information shall be forwarded to the District's Board Clerk/Secretary for processing.
2. When a member of the public requests the inspection of a public record, or requests a copy of a public record, and to the extent such records are not exempt, the Clerk/Secretary shall, to the extent reasonable, assist the individual in identifying records that are responsive, describe the information technology in which the record exists, and provide suggestions for overcoming any practical basis for denying access to the record.
3. To the extent identifiable public records exist in electronic format, and access to which is not otherwise restricted by law, and to the extent the information is not exempt from disclosure, the information shall be made available to the public in such format, but only if the production will not jeopardize or compromise the security or integrity of the original record or of any proprietary software in which it is maintained. The person requesting the information shall bear the cost of producing the record, including the cost to construct the record, and the cost of programming and computer service to produce the record when the District is requested to produce a copy of an electronic record that is produced only at otherwise regularly scheduled intervals or that request requires data compilation, extraction, or programming to produce.
4. District staff shall provide a "Public Records Review Request" to each individual who requests the inspection or photocopying of District records and shall assist the individual in completing the form if so requested.
5. Upon receipt of a completed Request, the District will, when appropriate:
 - (a) Indicate the place within which the inspection must be made and the time limitation, if any, for return of the documents.
 - (b) Supervise and assist the requestor in reviewing the records.
 - (c) Provide copies upon request and after payment of the appropriate fees.
6. The District may temporarily deny or restrict inspection of public records under the following circumstances:
 - (a) At the time of the request the records are required by District staff in performing their duties.
 - (b) Other persons are inspecting or are waiting to inspect the records.
 - (c) The records need to be retrieved from storage.
 - (d) At the time of the request supervision of inspection of the records is not possible because of the unavailability of appropriate District personnel.

- (e) A question exists as to the possible exemption of the record from disclosure and the matter must be referred to legal counsel for determination.
7. Any notification of denial of any request for records shall set forth the name and title or position of the District personnel responsible for the denial.

Fees:

A request for a copy of an identifiable public record, for information produced from such a record, or for a certified copy of such a record, must be accompanied by payment of the appropriate fee as determined by District staff based on cost to the District. Any fee established may be modified from time to time by District staff to reflect actual chargeable costs, and any fee schedule developed shall be made available by the District's Clerk/Secretary unless the State Legislature has established a statutory fee for any given record, the statutory fee shall be charged.

Records Not Open for Inspection:

The following records are not open for public inspection:

1. Preliminary drafts, notes or interagency memoranda which are not retained by the District in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.
2. Records pertaining to pending litigation to which the District is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810) of Title 1 of the Government Code, until such litigation or claim has been finally adjudicated or otherwise settled.
3. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
4. Geological and geophysical data, plant production data, and similar information, relating to utility systems development, or market or crop reports, which are obtained in confidence from any person.
5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
6. The contents of real estate appraisals or engineering or feasibility estimates, and evaluations made for or by the District relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.
7. Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
8. Statements of personal worth or personal financial data required by the District acting in the capacity of a licensing agency and filed by an applicant with the District to establish his personal qualifications for the license, certificate, or permit he seeks.
9. Memoranda, correspondence, and writings submitted to the District or its Board of Directors by District's legal counsel pursuant to the attorney-client privilege.
10. The District is prohibited from allowing public access to "trade secrets." "Trade secrets" as used in this context may include, but is not limited to, any formula, plan, pattern,

process, tool mechanism, compound, procedure, production data, or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it.

11. Records pertaining to a utility customer, except to an agent or authorized family member of the customer in question, governmental or law enforcement agencies when appropriate, or unless disclosure is specifically required by law.
12. Documents related to Vulnerability Assessment.
13. The District also possesses the discretion to claim an exemption in those instances where the public interest served by not making the record public clearly outweighs the public interest served by disclosure.