

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 1<sup>st</sup>.**
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 17<sup>th</sup> 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

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