

February 15, 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: 6:02 pm

Roll Call of Commissioners

{ X } Shawn Burt, Chairperson { X } Jeff McCollum **remote @ 6:17** { X } Tom Rowson { } Richard Maddalena
{ X } Candy Hunter **remote** { X } Tom Archer { } vacancy

Quorum **Yes/No**

Commissioner Archer made a motion to move item #6 under new business to be discussed after Public Comment, Commissioner Rowson seconded. Roll call vote- 4 Ayes (Burt, Rowson, Hunter, Archer) 2 Absent (McCullum, Maddalena) motion passed.

PUBLIC INTRODUCTION: John Mitchell and Stacy Estrada from Calpine Community Fire Association, Shelly Wright from Sierraville Fire Wise Community, Auditor Zach Pehling CPA, Clerk Kelly Champion, Chief Connolly.

PUBLIC COMMENT: Mr. Mitchell set up a video camera in the corner of the room to video tape the meeting and add the recording to the CCFA’s website. He provided the Commissioners with a handout regarding the status update of his organization.

NEW BUSINESS:

- Sierraville Fire Wise Community planning and support- Title III funding **Shelly Wright introduced herself as a member of a new Committee, currently four members. She formally requested support from SCFPD#1 to access Title III funding available through Sierra County. Direction was given to the Clerk to assist Shelly in processing reimbursement requests. Clerk to connect Shelly with Victoria Fisher of the Sierra Brooks Fire Wise Community for additional support.**

MINUTES APPROVAL: Approval of the Minutes: 01/18/22 Commissioner Rowson moved to approve the 1/18/22 minutes, Commissioner Archer seconded. Roll call vote- 4 Ayes (Burt, Rowson, Hunter, Archer) 2 Absent (McCullum, Maddalena) motion passed.

FINANCIAL STATEMENT:

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

Clerk reported that the \$10,239.84 in TOT received was for the period July through September 2021 and that she is still working to get info on the mitigation fees distributed. Bonnie had been out and she planned to email her again this week. Commissioner Hunter moved to approve bill payments; Commissioner Rowson seconded. Roll call vote- 4 Ayes (Burt, Rowson, Hunter, Archer) 2 Absent (McCullum, Maddalena) motion passed.

It was decided to review the annual audit at this time since the auditor was on the line and having trouble staying connected. The Clerk reported that the audit went very smooth and the auditor had some great tips for accounting and reporting. Various discussion ensued and it was observed that there were no material weaknesses reported. Commissioner Archer moved to approve the financial audit as presented for FYE June 30, 2021; Commissioner Hunter seconded. Roll call vote- 5 Ayes (Burt, Archer, Rowson, Hunter, McCollum) 1 Absent (Maddalena) motion passed.

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

- Chief’s Report (Response Summary, Fleet, Communications System, Facilities) **Chief Connolly reported 2 critical responses, 2 vehicle rollovers and E82 was down with a mechanical issue.**
- Training / Recruitment/ Retention **Crew is working on hose lays to see which one works best for them.**
- Update on Pre-Position billings with Cal OES **No update.**
- Update on AFG and SAFER grant applications **Both applications have been submitted. AFG would provide \$3,300/set. The SAFER grant would provide staffing for three years for an Operator, Captain and**

Chief based on a 50 hour work week Monday through Friday for 10 hour days. The wage was calculated at the base rate plus a COLA and benefits. The Clerk asked for clarification regarding reporting requirements and fund distribution. She mentioned the District would need time to enroll with various agencies as an employer. It was the consensus of the Commission to further review the RFA. Chair Burt gave direction to Chief Connolly to ask the grant writing consultant to attend the next meeting to present details to the full Commission. Commissioner Archer moved to ratify the District's engagement in the AFG and SAFER grant applications; Commissioner Hunter seconded. Roll call vote- 5 Ayes (Burt, Archer, Rowson, Hunter, McCollum) 1 Absent (Maddalena) motion passed.

Chief Connolly continued to report that he was still working with other agencies to explore options aside from Active 911, one being Tablet Command. He is looking at a plan with an annual cost of \$5,000 for 50 phones and a mobile command tablet option. Chair Burt would like Loyalton Fire and the west side to join.

Commissioner Archer read aloud District memo dated 2/4/2022 regarding current structure fire response times to clarify potential misinformation being spread. He further clarified that the District does not have an issue with response times. Chair Burt explained to Mr. Mitchell that he needed to address the Board, not the Chief or volunteers, with any concerns. He expressed the dissent could scare off volunteers and wishes to get past it.

UNFINISHED BUSINESS:

1. Update on PSPS Grant/generator install in Calpine and Sierraville including snow shedding issue (Rick/Jeff) **In progress.**
2. Update on surplus hose washer/dryer **The hose dryer had not been paid for or picked up yet.**
3. Update on surplus of utility truck **The payment had been received and transfer in progress.**
4. Update regarding fire mitigation fee annual escalator (Rick, Tom A.) **County BOS to hold a Public Hearing on March 15th at 10:00 am in Loyalton. Clerk to notice a Special Meeting if needed.**
5. Committee Report – June 4, 2022 Tour de Manure planning (Tom A./Rick) **Commissioner Archer reported that the contract between the SRA and the District had been drafted but that the founding Tour de Manure volunteer group needed clarification on the revenue percentage going to the District. Chair Burt felt the District should stay out of it. Commissioner Archer expressed that the District needed to be cognizant of any liability and coverage.**
6. Committee Report – updating District Bylaws, **first** reading (Rick/Candy) **Commissioner Hunter presented the Policies and Procedures document for discussion. Chief Connolly to provide guidance on Section 6.**

NEW BUSINESS:

1. Review of Annual Audit **H Moved to Financial Statement section.**
2. Remove Laurie Belli as Wells Fargo bank signer and add Jeff McCollum **Commissioner Rowson moved to remove Laurie Belli as signer and Key Executive and to add Jeff McCollum as a signer and Thomas Archer as Key Executive; Commissioner Archer seconded. Roll call vote- 5 Ayes (Burt, Archer, Rowson, Hunter, McCollum) 1 Absent (Maddalena) motion passed.**
3. Discussion regarding video conferencing (Candy) **There was discussion regarding remote video conferencing options and direction was given to the Clerk to purchase a 1 year Zoom subscription.**
4. Approve Resolution 2022-2, Brown Act Policy and Public Records Policy (Tom A.) **H Commissioner Archer reviewed the policies and the government code pertaining to the District website. Commissioner Hunter expressed gratitude to Commissioner Archer for his legal insight and contributions to the District in this regards. Commissioner Archer moved to adopt Resolution 2022-2 along with the Brown Act Policy and Public Records Policy; Commissioner Rowson seconded. Roll call vite- 5 Ayes (Burt, Archer, Rowson, Hunter, McCollum) motion passed.**
5. Request from Calpine Community Assoc regarding siren testing (Shawn) **H Chair Burt presented a letter from Mr. Mitchell of the Calpine Community Fire Association requesting use of the siren. Chair Burt addressed Mr. Mitchell asking if he had done any community outreach on the topic since there had been previous complaints about its use. Mr. Mitchell stressed needing an emergency siren for the community. Ms. Estrada asked that the District consider sounding the siren at 6:15 on the first Tuesday of each month because of its significance to the CCFA. Various discussion ensued regarding the location and operation of the siren. Chair Burt resolved to work with Commissioner McCollum as a committee to reach out to the community and the Fire Safe Council for public input.**
6. Sierraville Fire Wise Community planning and support- Title III funding **moved to first topic after Public Comment.**

ANNOUNCEMENTS AND COMMENTS: None

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

ADJOURNMENT: 7:43 pm

Key: T – Tabled from previous meeting H –Handout

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