

July 15, 2025 Tuesday @ 6:00 PM
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
DIRECTORS MEETING AGENDA

Location: Fire Station 82 @ 102 E Main Street, Sierraville, CA 96126 &
15296 Pike City Road, Camptonville CA 95922

This meeting will be conducted in person and via video conference. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

CALL TO ORDER:

Roll Call of Directors

{ } Tony Commendatore, Chairperson { } Thomas Archer, Vice-Chair { } Ben Hitchcock
 { } Candy Hunter { } Laurie Belli { } Jeff McCollum { } Tom McElroy

Quorum Yes/No

PUBLIC INTRODUCTION

PUBLIC COMMENT: Matters under jurisdiction of the Sierra County Fire Protection District #1, and not on the agenda, may be addressed by the Public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of five minutes.

Eastern Sierra Firefighters' Association status report by Paul Cueto

CLOSED SESSION:

The Board will conduct a Closed Session pursuant to the provisions of Government Code Sections 54954.5(e) and 54957(b) to discuss the performance and contract review for Training and Personnel Services.

CORRESPONDENCE:

Email- Cal OES Boundary Audit Sierra County FPD

Email- Sierra County Planning Department, McConnell CUP Sierra Brooks

MINUTES APPROVAL: Approval of the Minutes: 6/17/25

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of June 30, 2025 **H**
2. Approve Bill Payments **H**
3. Mitigation Fee update
4. Update on Prepositioning and Incident Response Reimbursements
5. Report out from Finance Committee

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. Sierraville Station HVAC proposal

UNFINISHED BUSINESS:

1. Sattley Station & Pump House generator projects
2. Continued review of 2025 Priorities List
3. Discussion regarding official district emails
4. Discussion regarding stipends for administration services, volunteer responsibilities, privacy, and purchasing procedures including draft Purchasing Policy

NEW BUSINESS:

1. Approve contract for audit services with PnPCPA in the amount of \$5,000 for FYE June 30, 2025
2. Approve purchase of water tender in the amount of \$100,000 from Sierra City Fire Department

ANNOUNCEMENTS AND COMMENTS:

Dir. Maddalena Press Release

NEXT SCHEDULED MEETING: August 19, 2025 at 6:00 pm

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.

June 17, 2025 Tuesday @ 6:00 PM
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
DIRECTORS MEETING AGENDA

Location: Fire Station 82 @ 102 E Main Street, Sierraville, CA 96126 &

This meeting will be conducted in person and via video conference. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

CALL TO ORDER: 6:04 pm

Roll Call of Directors

{ X } Tony Commendatore, Chairperson { X } Thomas Archer, Vice-Chair { X } Ben Hitchcock
 { X } Candy Hunter { X } Laurie Belli { X } Jeff McCollum { X } Tom McElroy

Quorum **Yes**/No

PUBLIC INTRODUCTION None

PUBLIC COMMENT: None

CLOSED SESSION: 6:05 to 6:43

The Board will conduct a Closed Session pursuant to the provisions of Government Code Sections 54954.5(e) and 54957(b) to discuss the performance and contract review for District Clerk.

Dir. Archer reported out from closed session that the item was for discussion only and no action was taken. Dir. Archer motioned to enter into contract with Kelly Champion for a two-year term starting July 1, 2025 at \$2,900 per month with a 3% increase in year two and the extra hourly work rate to be \$90 per hour. Dir. Belli moved to amend the motion to include a 50% insurance reimbursement per Exhibit B, Dir. McElroy seconded. Roll Call Vote: Dir. Commendatore (Aye), Dir. Archer (Aye), Dir. Hitchcock (Aye), Dir. Hunter (Aye), Dir. Belli (Aye), Dir. McCollum (Aye), Dir. McElroy (Aye). 7/7

CORRESPONDENCE:

Tailgate Celebration Gathering June 26 hosted by ESFA & SRA, Little Truckee Summit
Northern Sierra Air Quality Management District air monitoring proposal for Sierraville Station
Email regarding Calpine Trailer Park fire certification for operating permit
Email regarding Stampede Power Plant fire hose test and inspection
QuickBooks Annual Subscription Rate Increase \$999 on July 1
Letter from Nanci Davis and Mike Blide regarding resignation from ESFA
SPUD Groundwater Well Project Update

MINUTES APPROVAL: Approval of the Minutes: 5/20/25 **JM/CH 7/7**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of May 31, 2025 **H**
 2. Approve Bill Payments **H**
 3. Mitigation Fee update
 4. Update on Prepositioning and Incident Response Reimbursements
- Motion to pay bills and approve financial statements. JM/TM 7/7**

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 purchase of E2 Cutter with funding from Eastern Sierra Firefighters' Auxiliary
4. Sierraville Station HVAC

Chief Connolly reported MARS system in error state and showing multiple payments still outstanding. E282 out of service and presently undergoing repairs in Sparks. Babbit antennae is down. E2 cutters shipping in July. Presented estimate for HVAC for Sierraville Station, received direction to obtain additional quotes. Dir. McCollum suggested the board have a plan for what they are doing with the unused bay while considering the HVAC improvement. Chief Connolly presented a handout with a portable bathroom/shower option for the Calpine Station. Dir. McElroy to work on Calpine improvement project and future considerations to add volunteer quarters.

UNFINISHED BUSINESS:

1. Sattley Station & Pump House Generator Projects **Dir. McCollum reported the projects were in progress. Teichert to pay the District for water use from this location.**
2. Continued review of 2025 Priorities List **Dir. Hitchcock to obtain pricing for a water tender.**
3. Adopt budget for fiscal year July 1, 2025 through June 30, 2026 **Dir. Belli moved to approve the FY 25/26 Budget as presented, Dir. Hitchcock seconded. Roll Call Vote: Dir. Commendatore (Aye), Dir. Archer (Aye), Dir. Hitchcock (Aye), Dir. Hunter (Aye), Dir. Belli (Aye), Dir. McCollum (Aye), Dir. McElroy (Aye). 7/7**
4. Approval of Agreement for Automatic Response between Beckwourth Peak FPD and Sierra County FPD#1 **JM/TA 7/7**
5. Discussion regarding Mitigation Fee rate study **Dir. Archer reviewed Prop 218 and the procedures around changes to the mitigation fee. The current rate of \$2.06 per square foot will remain the same and no action is needed to extend it to future years. Any updates after 5 years require an updated rate study for an estimated cost of \$15,000. The Board acknowledged being in the final year of the 5-year period and there was a consensus not to request a rate increase from the County at this time.**
6. Update on rates for annual OES Salary Survey **Chief Connolly reported the OES Administrative reimbursement rate has been increased from 10% to 15% and the current workers' compensation reimbursement rate updated to 10%. The salary survey can be updated by the Chief at any time during the year.**
7. Time tracking and documentation **The Clerk presented a draft Time Card and noted suggested changes. To finalize with Chief Connolly and implement.**
8. Update on draft Fire Hazard Mitigation Plan **Will need to adopt the Plan once approved by FEMA. It was noted that having the Plan may help with grant applications and awards.**
9. SSFRS business group possible donation for restricted use **Chair Commendatore updated the Board, SSFRS considering donating funds restricted for the purchase of a water tender.**

NEW BUSINESS:

1. Approval of Agreement with Nor-Cal EMS **CH/JM 7/7**
2. Draft MOU with Eastern Sierra Firefighter's Auxiliary **Board to consider MOUs for future TdM and events.**
3. SAFER Grant for hiring full-time firefighters, application period May 23-July 3 **It was agreed to not pursue at this time due to various challenges around requirements.**
4. Discussion regarding termination of administrative services contract and adding administrative services to volunteer stipend policy **Dir. Archer moved to provide a 4-week notice of termination of contract with S. Enriquez, Dir. Hunter seconded. 7/7 Dir. Hunter working on adding administrative stipends to current policy.**
5. Discussion regarding official District emails **Chair Commendatore to work on and bring back info.**

ANNOUNCEMENTS AND COMMENTS:

Rowson Press Release

Clerk received call from public in Sierra Brooks seeking input on how to deal with defensible space issues from neighboring lots that are not maintained. Clerk directed individual to CalFire for enforcement.

NEXT SCHEDULED MEETING: July 15, 2025 at 6:00 pm

ADJOURNMENT: 8:40pm

Key: **T** – Tabled from previous meeting **H** –Handout

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SCFPD#1 Priorities List

Need to clarify FY 25/26 priorities and order of importance

- E282 Repair **In Progress**
- Water Tender Objective Met **In Progress**
- TNF Agreement
- Station 82 Housing
- Radios Objective Met
- Upgrade PPE Objective Met
- Station 83 Standby Generator **In Progress**
- Deerwater Dip Tank
- Submit for 50/50 Grant for Wildland or Structure Gear
- Replace Mobile Air Compressor with Fixed Unit
- Calpine Siren
- TMFPD Agreement
- Beckwourth Peak Mutual Aid Agreement
- Capital Investment Plan
- CalFire FEPP Agreement
- TdM
- ~~Adjust Mitigation rate BOS~~ **Board not seeking rate increase at this time**
- ~~Dispose of PPE~~ **Chief will do as needed**
- ~~Training at Filippini Site~~ **Chief to do as needed**

Add New: _____

Sierra County Fire Protection District Activities

District Clerk	Fire Chief	Volunteers
PROCUREMENT		
Reconcile bank statements against receipts	Manage services and supplies based on approved budget	
Manage vendor list	Complete/delegate inventory as needed for vehicles, EMS supplies, uniforms, etc.	
Pay invoices	Identify need or receive request	Research and identify products
	Direct volunteer(s) in ordering supplies	Place order with vendor on approved list or request assistance to identify new vendor
		Turn receipts in to District Clerk within 3 days of receipt
		Receive orders and ensure accurate receipt of supplies; manage returns or reorders.
		Install, distribute or implement item(s), catalogue on inventory
REPORTS		
Manage stipend payments based on volunteer forms	Compile monthly call logs for Chief Report	Report weekly call logs to two local newspapers
	Track reports in Responserack, ensure compliance, upload to NFIRS (data entry for stipends)	Complete paper Patient Care Report (PCR) and ensure input into Image Trend.

	Transition from NFIRS to NEFRS	Complete, sign and turn in response stipend form - to be done by volunteer responding to incidents.
	PREPOSITION	
Reconcile Chief and volunteer reports with MARS system	Track per diem expenditures/fuel purchases; note number of volunteers for per diem	Complete and turn in forms for reimbursement of prepositioning activities
Produce reimbursement checks for Chief and Volunteers based on percentages allowable as District is reimbursed	Track incident dates and personnel hours	Consider spreadsheet to track expenses for District Clerk to reconcile with receipts and personnel hours
VOLUNTEER RECRUITMENT AND TRAINING		
	Maintain roster of volunteers to include contact information, certifications, data entry, DMV reports, etc.	
	Provide Photo ID cards for volunteers	
	Maintain training attendance rosters, log activities, identify and manage group projects	
	Add volunteers to ResponseRack and Image Trend	
EMERGENCY MEDICAL SYSTEMS		
Ensure up-to-date contract with NORCAL on file	Identify and distribute regional EMS training opportunities	Teach monthly EMS class w/CEs, provide up to date resources
	Develop Training Center Station 84	

	Lead communications with NORCAL and EPHC, delegate replacement of supplies on site after incident	
	Provide EMS training and test day prep support	
		Acquire Narcan spray from California Health Dept
	<p>Ensure EMS supplies, conduct inventory, ensure supplies are not expired.</p> <p>Build medical kits/bags</p> <p>Exchange empty oxygen cylinders w/RT at EPHC</p> <p>Annual walkthrough for local EMS/Fire/Law cooperators at Sierra Hots Spring properties - Serenity</p> <p>Represent SCFPD on Easter Sierra and Plumas County HEARTSafe Council - Serenity</p> <p>Maintain District medical protocols informed by Chief and NORCAL</p>	



Sierra County Fire Protection District # 1
PO Box 255
Sierraville, CA 96126
www.sierracountyfireprotectiondistrict1.com

Directors

*Tony Commendatore -
Chairman
Thomas Archer
Laurie Belli
Ben Hitchcock
Candace Hunter
Tom McElrov*

PURCHASING POLICY

PURPOSE

This purchasing policy outlines principles, rules and procedures governing the acquisition of goods and services by Sierra County Fire Protection District #1. Its purpose is to ensure all purchasing activities are conducted ethically, efficiently, cost-effectively, and in compliance with applicable laws and regulations. This policy aims to provide clear guidelines for all Board Directors, Contractors and Volunteers involved in the purchasing process, promoting transparency and accountability.

SCOPE

This policy applies to all Board Directors, Contractors and Volunteers, departments, and subsidiaries of Sierra County Fire Protection District #1 involved in the procurement of goods, services, and works, regardless of the funding source. It covers all types of purchases (e.g., office supplies, IT equipment, fire fighting and EMS supplies, consulting services, etc.).

Roles and responsibilities

- Requisitioners: District Clerk, Fire Chief or Procurement Volunteer who identify a need for goods or services and initiate a purchase request. Responsible for accurately describing the required items and adhering to the initial steps of the purchasing process.
- Approvers: Individuals authorized to approve purchase requests based on defined spending limits and organizational structure.
- Procurement Clerk, Fire Chief or Volunteer: Responsible for managing the overall purchasing process, including vendor selection, negotiation, contract management, and ensuring compliance with this policy.
- Finance committee: Responsible for managing budgets, processing payments, and maintaining financial records related to purchasing activities.

POLICY

Purchasing procedures

- Purchase requisition: All purchases above \$5,000 must be initiated through a formal purchase requisition process.
- Approval process: Purchase requisitions will be routed for approval based on the defined approval hierarchy and spending limits (Appendix A: Approval Matrix).
- Vendor selection: Vendors should be selected and approved based on factors such as price, quality, service, reliability, and adherence to ethical standards. Competitive bidding may be required for purchases above a certain threshold. Sierra County Fire Protection District #1 is not tax exempt.

Approved July 15, 2025

- **Purchase order (PO):** A formal purchase order [Specify System/Method] must be issued to the selected vendor prior to the delivery of goods or commencement of services for purchases above [Specify Threshold, e.g., \$ZZZ].
- **Receiving and inspection:** Upon delivery, goods and services should be inspected to ensure they meet the specifications outlined in the Purchase Order.
- **Invoice processing and payment:** Invoices must be matched with the Purchase Order and receiving/processing documentation before payment is authorized by the Finance Department

Spending limits and approval authority

(Appendix A: Approval Matrix) This section will detail the specific spending limits and the individuals authorized to approve purchase requests at different monetary levels and for different departments/categories.

Ethical considerations

- Employees must avoid any personal relationships or activities that could create a conflict of interest in purchasing decisions.
- The acceptance of gifts, gratuities, or entertainment from current or potential vendors should be limited and in accordance with the company's Code of Conduct.
- All vendor interactions must be conducted with integrity and fairness.
- Employees are prohibited from engaging in any form of bribery or kickback.

Financial controls

- All purchases must be made within approved budgets and based on current inventory levels.
- Adequate documentation must be maintained for all purchasing transactions.
- Spending limits and approval hierarchies must be strictly adhered to.
- All receipts must be turned in to the District Clerk within three days of purchases.
- Receipts shall be deposited in the Purchase Receipts Envelope at the Sierraville Station 82.
- Regular audits may be conducted to ensure compliance with this policy.

Supplier management

- The District Clerk will be responsible for establishing and maintaining relationships with key suppliers.
- Supplier performance will be evaluated periodically.
- Vendor selection processes will be fair and transparent.

Policy review and updates

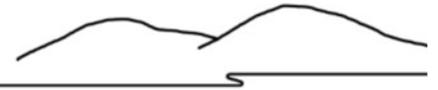
This policy will be reviewed and updated periodically [Specify Frequency, e.g., annually] or as needed to reflect changes in regulations, organizational needs, and best practices.

Non-compliance

Failure to comply with this Purchasing Policy will result in revocation of purchasing authority.

Appendix A: Spending matrix

Spending limit	Approver(s)
Up to \$4,999	Fire Chief
4,999 -\$9,999	Finance Committee
Over \$10,000	Board of Directors



June 17, 2025

Sierra County Fire
Sierraville, CA

Dear Board:

We are pleased to confirm our understanding of the services we are providing for Sierra County Fire for the year-ended June 30 , 2025. We will audit the Statement of Net Position, Statement of Activities and where applicable the Statement of Revenues, Expenditures, and Change in Fund Balance, Balance Sheet and Statement of Cash Flows of Sierra County Fire as of and for the year ended Sierra County Fire.

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

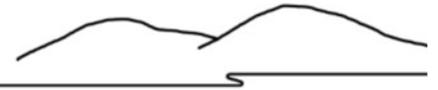
- Management's Discussion and Analysis

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

Objective

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

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



Audit Procedures

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

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

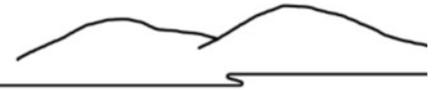
In making our risk assessments, we will consider internal controls relevant to the preparation and fair presentation of the Sierra County Fire's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose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

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

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

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

Responsibilities of Management and Those Charged with Governance



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

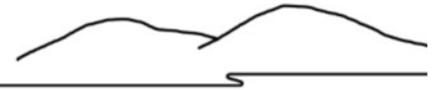
By your signature below, you also acknowledge that the management of Sierra County Fire is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from material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

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

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

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

Written Report



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

Other Matters

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, typing, postage, copies, and telephone calls), except that we agree that our gross fee, including expenses, will not exceed \$ \$5,000 for the audit for this contract. An initial deposit of \$2,500 due at the beginning of the year and the remainder due at completion of the audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

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

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

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

Very truly yours,

PnPCPA

PnPCPA

RESPONSE:

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

APPROVED:

Sierra County Fire

Date