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

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| **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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