

July 21, 2020 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: COMMISSIONERS: Chairman Maddalena called the meeting to order at 6:08pm

Roll Call of Officers

{X} Rick Maddalena, Chairperson {X} Tom Rowson {X} Laurie Belli {X} Tom Archer {X} Bill Copren
{ } Shawn Burt {X} Candy Hunter
Quorum **Yes/No**

PUBLIC INTRODUCTION: Rudy Hoyos, Chief McCollum, Mick Connolly present

PUBLIC COMMENT: None

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: 6/09/2020 Commissioner Rowson moved to approve the minutes, Commissioner Archer seconded. Roll Call Vote- 4 Ayes, Hunter Abstain, Copren Absent at this time, Burt Absent. Motion Passes.

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of June 30, 2020 **H Commissioner Belli moved to approve the financial reports and Commissioner Rowson seconded. Roll Call Vote- 5 Ayes, Copren Abstain, Burt Absent. Motion Passes.**
2. Approve Bill Payments **H Commissioner Archer moved to approve the bill payments and Commissioner Rowson seconded. Roll Call Vote- 6 Ayes, Burt Absent. Motion Passes.**
3. Update on Banking Status (Per resolutions 2020-1 and 2020-2) **Kelly explained that she needed to be added as a signer in order to access bank statements online. Commissioner Archer moved to add Kelly as a limited signer to the bank account and Commissioner Belli seconded. Roll Call Vote- 6 Ayes, Burt Absent. Motion Passes.**

4.

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

1. Chief's Report (Response Summary, Fleet, Communications System, Faculties) **Chief McCollum said that the new trailer was nice and to come check it out. Commissioner Copren requested that the proper equipment be purchased for teleconference meetings and it was agreed that Kelly would make the acquisition.**
2. Training / Recruitment/ Retention (Mick) **Mick reported 4 responses: chimney fire, vehicle accident, motorcycle accident and medical call. The Captain from E62 was coming to do hose lay trainings, and there are two new volunteers. It was agreed that once it was recognized they were going to stay, then it was OK to give them hats and shirts.**
3. EMS (Mick) **Mick said that we are in the process of becoming our own EMS provider for education and there were 6 volunteers that were interested in taking an EMT class and that the next one was coming up in the fall semester in Quincy.**
4. Staffing Recommendation vice Jeff as Chief (Jeff/Jay/Mick) **This item was moved to the closed session.**

UNFINISHED BUSINESS:

1. Creation of Service Areas, Per Laura: 3 accounting areas part of “Annual Report” (Loyalton, TM Fire, SCFPD. Per Heather, Protest Notices Mailed. No protest as of 7/10. Hearing set for Aug 4. (Bill) **Commissioner Copren said that the annexation is basically complete. The County Assessor will develop the report out of their computer as part of their Annual Report. After August 4th it should be final.**
2. Capital Asset/Mitigation Fee Study, Develop Action Plan to adopt and move to BOS. **H (Laurie, Tom R. Bill) Commissioner Archer said that because the fee is an administrative, service-related charge that it is exempt from Prop 218 and that the process next was to post 10 days advance notice for a public hearing via the website, in a weekly publication and in three places within the County, including Verdi. It was agreed to hold the pubic hearing during the next meeting.**
3. Fire Wise Community Planning, Meeting July 22 (Tom R) **Commissioner Rowson reported that they had a meeting in June where it was determined that they needed to do a community assessment. He expressed that there was good support of and that they are still in the paperwork part of planning. The hopes are that Fire Wise in Sierra Brooks is a pilot for expanding to other Sierra County communities.**
4. Homeland Sec. Grant (no news on computers) and AFA -50/50 Grant (expect answer in Aug.) Updates (Rick) **Commissioner Maddalena said that Homeland Security has purchased the new computers and 1 printer and that the 50/50 Grant is still in progress.**

5. Training Computers/ Printers (Tom R. Kelly) Kelly said that she has installed the two new laptops at the stations and a new printer at the Calpine station. The Sierraville station did not appear to need a printer so excess new printer was sold at cost to Commissioner Rowson to keep or return at his discretion. The laptop set up required a Microsoft Outlook account and password. The Outlook email set up is sierracountyfire@outlook.com and the password to both the email and the laptops is set as Sparky20 with Kelly's DOB and cell # as account reference.
6. Website Kelly discussed using Streamline web software service; the monthly fee of \$75/month with an annual cost of \$900. Mick agreed to help with the website set up. Commissioner Archer moved to go forward with Streamline services and Commissioner Belli seconded. Roll Call Vote- 6 Ayes, Burt Absent. Motion Passes.
7. **NEW BUSINESS:**
 1. Approve Robert Johnson, CPA contract for year ended June 30, 2020 audit for \$4,050 Commissioner Copren moved to approve the contract and Commissioner Belli seconded. Roll Call Vote- 6 Ayes, Burt Absent. Motion Passes
 2. Documentation of Accounting Controls requested by Auditor (Kelly/Laurie) Commissioner Belli and Kelly agreed to prepare a draft response for review.
 3. Discussion on creating a policy regarding signers and banking management. This topic was covered under the Financial part of the meeting.
 4. Proposal to Re-number apparatus to match assigned stations. (Mick) Chairman Maddalena said he would like to accept this as the direction the Commission was going. It was agreed that it made sense to start with the Sattley station. The Commission asked Mick to gather more information on the cost of the project.
 5. Proposal to merge our three departments into one or more auxiliaries (Mick) The Commission discussed that the three departments had been operating this way already. Commissioner Archer felt this was not an area of focus on at this time.
 6. Establish new command positions (eliminate "Battalion Chiefs", establish "Lieutenant Position" (Mick) Miscellaneous discussions ensued. Mick said that in the past, and currently, the station or department appointed the station Captain.
 7. Review for ISU Insurance renewal proposal (Personnel, Property, Auto, Contracts) Kelly and Chairman Maddalena agreed to work together on the renewal questionnaire.

ANNOUNCEMENTS AND COMMENTS: Commissioner Copren said that he wanted a new set up for conference call meetings and it was agreed that Kelly would acquire a conference speaker for the landline. Commissioner Archer recommended to go with option 2 for the mitigation fee as proposed by the committee.

CLOSED SESSION: Commissioner Rowson moved to go in to closed session at 7:59pm, Commissioner Archer seconded. No decisions were made in closed session. The Commission returned to open session at 8:54pm.

1. District Chief Assignment (Possible interview) After open discussion with outgoing Chief McCollum and Division Chief Mick Connolly, Commissioner Rowson moved to appoint Division Chief Mick Connolly as Interim District Chief for a period of 6 months (not to exceed one year while the Commission notices and interviews qualified candidates for permanent appointment to the position of District Chief. Commissioner Archer seconded the motion. Vote by Roll Call: Copren-Yes, Archer-Yes, Belli-Yes, Rowson-Yes, Hunter-Yes. Maddalenda-Yes, Burt-Absent. Motion Passes.

CLOSED SESSION: Commission adjourned into closed session again at 8:58 with Commissioner Archer recusing and returned to open session again at 9:07pm.

2. Evaluation of options RE Missing Computer Chairman Maddalena will send a letter of request for the return of the District property to further action.

NEXT SCHEDULED MEETING: August 11, 2020 at Station 82, Sierraville at 6:00pm.

ADJOURNMENT: Commissioner Belli moved to adjourn at 9:08pm. Commissioner Rowson seconded to motion.

Key: T – Tabled from previous meeting H – Handout

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