

June 16, 2026 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:

Roll Call of Directors

{ } Thomas Archer, Chairperson { } Ben Hitchcock, Vice-Chair { } Tony Commendatore
{ } Samantha Swigard { } 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.

CORRESPONDENCE:

MINUTES APPROVAL: Approval of the Minutes: 5/19/26 **H**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of May 31, 2026 **H**
2. Approve Bill Payments **H**

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities)
2. Training / Recruitment/ Retention

UNFINISHED BUSINESS:

1. Calpine Station Improvement Project (Tom M)
2. Continued Review of 2026 Priorities List **H**
3. Follow up on Fire Palooza event (Tom A)
4. Discussion regarding investment of reserve funds (Laurie/Tony)
5. Approval of Administrative Stipend Policy (Laurie/Mick)
6. Follow up on ESFA sponsored hose rack (Tony)

NEW BUSINESS

1. Review and approve 2026-27 preliminary budget (Laurie)
2. Approval of jackets for volunteers (Mick)
3. Approval to purchase Command Vehicle (Ben H.)
4. Review 2025 Accomplishments Report (Samantha)
5. Discussion and possible action- purchase of pop-up tent and banner with logo
6. Discussion and possible action- request for Loyaltan High School ASB Spirit Shirt sponsorship

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: July 21, 2026 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.**

May 19, 2026 Tuesday @ 6:00 PM **MINUTES**
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: 6:05 pm

Roll Call of Directors

{ **X** } Thomas Archer, Chairperson { **X** } Ben Hitchcock, Vice-Chair { } Tony Commendatore
{ **X** } Samantha Swigard **remote** { **X** } Laurie Belli { **X** } Jeff McCollum { **X** } 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.

CORRESPONDENCE:

MINUTES APPROVAL: Approval of the Minutes: 4/21/26 **H TM/LB Roll Call 6 Ayes**

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of April 30, 2026 **H**
2. Approve Bill Payments **H**
BH/TM Roll Call 6 Ayes

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

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities)
2. Training / Recruitment/ Retention

Chief Connolly presented his report noting a new volunteer from Truckee, Command vehicle not operating well, and the potential for an air fill station from Beckwourth Peak FPD.

UNFINISHED BUSINESS:

1. Calpine Station Improvement Project (Tom M) **Dir. McElroy updated the Board on the status of the project with the new roof underway. He provided information on an ADA airlift option.**
2. Continued Review of ~~2025~~ **2026** Priorities List **H**

NEW BUSINESS

1. Discussion regarding participation in Fire Palooza event **Motion to approve \$1,500 for food contribution. JM/TM Roll Call 6 Ayes**
2. Discussion regarding cash on hand and investment of reserve funds
3. Review draft budget for July 1, 2026 through June 30, 2027 **Dir. Belli requested input from Chief.**
4. Mandatory Ethics and Financial training
5. 2025 Accomplishment Report **Dir. Swigard will draft.**
6. Discussion regarding AB 1299 and stipends **Chair Archer to send letter of support to elected officials.**

ANNOUNCEMENTS AND COMMENTS: **Dir. Hitchcock looking at utility truck for purchase.**

NEXT SCHEDULED MEETING: June 16, 2026 at 6:00 pm

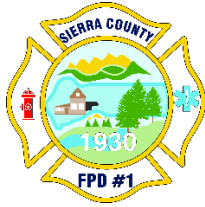
ADJOURNMENT: 7:24 pm

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.

SCFPD#1 Priorities List 2026

- ___ Update Volunteer Response Stipend Policy to Add Clerical and Communications Items (Kelly/Mick)
- ___ Station 84 Replace Roof and Gutters (Tom M)
- ___ Service heaters, all stations (Jeff)
- ___ Station 84 Improvements- Accommodations (Tom M)
- ___ Review Volunteer Reimbursement Policy (Mick)
- ___ Replace Mobile Air Compressor with Fixed Unit (Mick)
- ___ Station 82 electrical panel, HVAC, meeting room, enhance building appearance (Tom M)
- ___ Station 83 Standby Backup Generator (Jeff)
- ___ Station 82 Hose Hanger (Tony)
- ___ Replace Command Truck
- ___ Potential to share a station with Cal OES



SIERRA COUNTY FIRE PROTECTION DISTRICT #1

VOLUNTEER ADMINISTRATIVE SERVICES STIPEND POLICY

BACKGROUND:

The Sierra County Fire Protection District #1 Board of Directors, with input from the Chief and District Clerk, has developed a plan to incentivize a designated Volunteer to provide Administrative Services under the direction of the Fire Chief and in keeping with District Purchasing Policy. The intent of this Policy is to provide continuity to ongoing Administrative/clerical tasks as outlined.

POLICY:

The Sierra County Fire Protection District #1 will pay the designated Volunteer a \$25 Hourly stipend for the following duties:

- **REPORTS**

- Report weekly call logs to two local newspapers

- ~~Compile monthly call logs for Chief's report~~

- Prepare quarterly response stipend reports

- Collect and input PCR's in Image Trend (approx. 15 minutes per report)

- Track reports in Responserack, make compliant, upload to NFIRS (approx. 15 minutes per report)

- Transition from NFIRS to NEFRS

- **PROCUREMENT**

- Identify need or receive requests

- Identify Vendor/Use established vendors

- Place Orders

- Track Invoices/complete purchase forms

- Match receipts/back-up to monthly CalCard Statement

- Receive Order: unpack and dispose of packaging

- Install, distribute or implement item(s), catalogue inventory as needed

Deal with any returns/re-order
Maintain current list of member uniform sizes

- **PREPOSITION**

Track per diem expenditures/fuel purchases
Track incident dates and personnel hours
Log activities and identify and manage group projects

- **HUMAN RESOURCES**

Collect form entries and maintain member demographic database
Maintain digital folders of member certifications
Provide up to date photo ID cards for members
Maintain member roster and phone list and disseminate
Add and invite new members to Responserack and Image Trend

The District Clerk has full authority to audit stipend requests and make inquiries to the Administrative Services Volunteer and the District Chief. The Clerk will have broad latitude to enlist the help of the Chair or Finance Committee to assist with policy adherence and guidance.

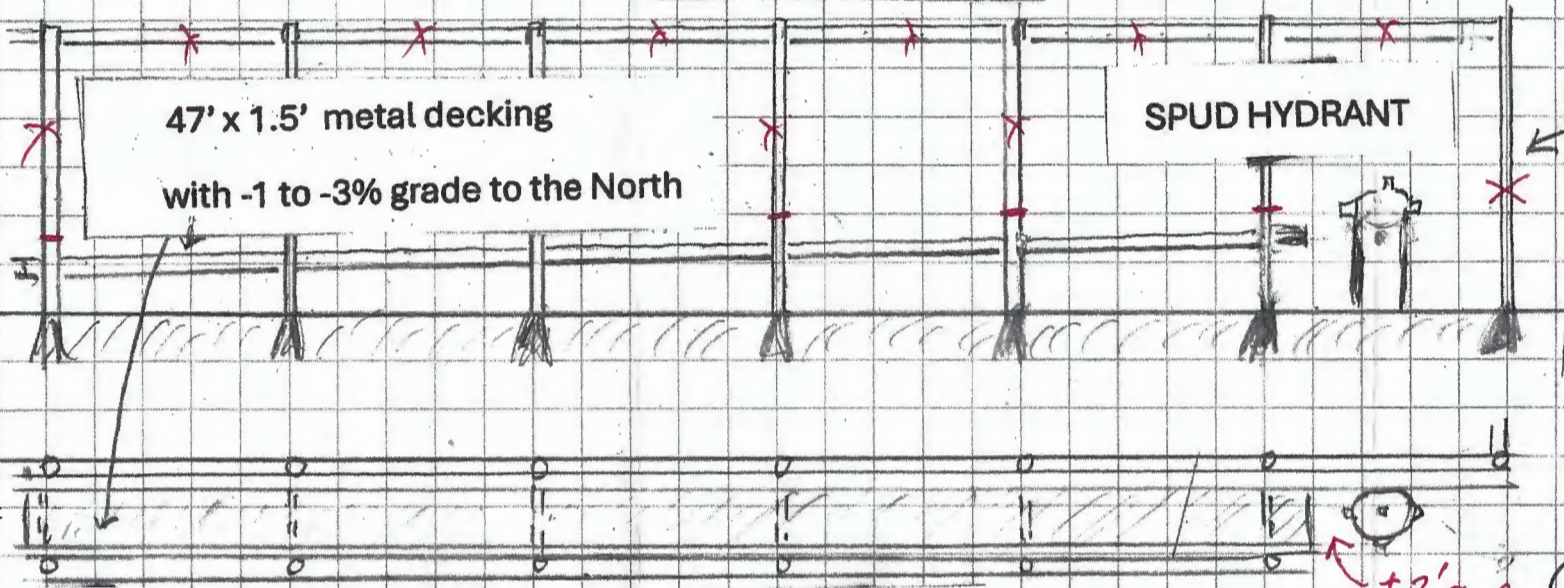
BOARD OF DIRECTORS RIGHT TO CANCEL OR AMEND THE ADMINISTRATIVE SERVICE VOLUNTEER STIPEND PAYMENTS:

The Board of Directors of the Sierra County Fire Protection District #1, may, at a regular monthly meeting, amend or eliminate the Administrative Services Stipend Policy and/or stipend payments based on financial considerations or a change of strategy to more effectively carry out District business.

Approved:

Revised 4/30/26 *(RM)*

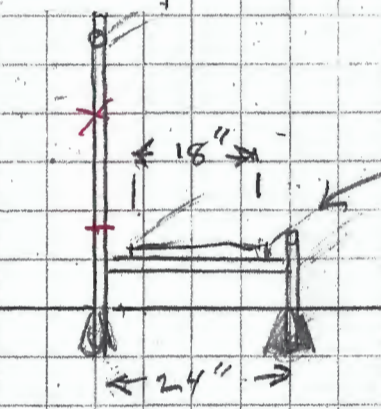
EAST ELEVATION



3" DIAMETER WELL CASING
 FENCE POST ON PROPERTY
 LINE WITH HOG WIRE 6"x6"
 FENCE MATERIAL

NORTH

PLAN VIEW



3" DIAMETER WELL CASING
 LEG (OPEN AT TOP FOR
 SEASONAL SNOW POLE)

+3' gap (as needed to make 50')

Revised
CONCEPTUAL PLAN

STATION 82 DRAFT HOSE RACK PROJECT

OBJECTIVE: Protect draft hose against excessive wear caused by lying on the ground while retaining ready access to the hose.

PARTNERSHIP: To be developed in partnership between the Sierra Co. FPD #1 and Eastern Sierra Firefighter's Auxiliary.



Kelly Champion <sierracountyfire1@gmail.com>

Re: Loyalton High School

1 message

Emma R. <emmar@communitiesbuildingschools.com>
To: sierracountyfire1@gmail.com

Thu, Jun 4, 2026 at 8:08 AM

Hi there!

I wanted to follow up regarding the Spirit Shirts for Loyalton High School.

Your business would be featured on 100 shirts that will be thrown out into the crowds at the Pep Rallies, Volleyball Games and Basketball Games! All of our products are provided at no charge for the school.

We're collaborating directly with Amber Williams, the ASB Advisor at the high school. Only a select number of local businesses will be featured.

Nothing is due for 30 days. If you could please reply and let me know either way, I would really appreciate it.

Here are the sizes that are most popular:

- ***PREMIUM BANNER** (12" x 3.5") for only \$1,275
- ***BANNER** (12" x 1.75") for only \$690
- ***EXCLUSIVE SLEEVE** (4" x 3.5") for only \$690
- ***BLOCK** (4" x 3.5") for only \$450
- ***HANG TAG** (2" x 3.5") for only \$355
- ***SIX INCH** (6" x 1.75") for only \$349
- ***FOUR INCH** (4" x 1.75") for only \$295
- *See our website at <https://shirts.wehelpschools.com/project/>

If you want to respond via email, this is the info I would need for you to sign up:

- *Business Name:
- *Contact First & Last Name:
- *Contact Title at Company (i.e. owner, manager, etc.):
- *Contact Email:
- *Business Phone Number for Ad:
- *Contact Phone Number (if different):
- *Public Address for Ad:
- *Billing/Shipping Address (if different):
- *Ad Size & Price:
- *T-shirt Size:
- *Logo Attached (Yes/No):

We will send you a complimentary t-shirt just to say thank you for all of the support.

Emma R.
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