

July 18, 2023 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 conference call. Those wishing to attend the meeting by telephone should dial 1-650-479-3208 and enter the meeting number below. 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: 6:03 pm

Roll Call of Directors

{X} Jeff McCollum, Chairperson {X} Tom Archer {X} Tom Rowson {X} Richard Maddalena
{X} Candy Hunter {X} Victoria Fisher {} Tony Commendatore **absent**
Quorum **Yes/No**

PUBLIC INTRODUCTION: Volunteer Bed Edwards and Clerk Champion. Chief Connolly absent.

PUBLIC COMMENT: None

CORRESPONDENCE: Clerk reviewed miscellaneous correspondence.

MINUTES APPROVAL: Approval of the Minutes: 6/20/23 Dir. Rowson moved to approve the minutes; Dir. Hunter seconded. 5 Ayes (McCollum, Archer, Rowson, Maddalena, Hunter,), 1 Abstention (Fisher), 1 Absent (Commendatore), motion passed.

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of June 30, 2023 **H**
2. Approve Bill Payments **H**
3. Fire Mitigation Fee Update **H**
Dir. Archer moved to approve the financial statements and bills; Dir. Fisher seconded. 6 Ayes (McCollum, Rowson, Hunter, Fisher, Archer, Maddalena), 1 Absent (Commendatore), motion passed.

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 battery over hydraulic comby tool and AED (expected in August)
The Clerk read the Chief's Report from an email. Volunteer Edwards reported a hydrant out of order in Calpine, Chair McCollum reported needing to coordinate with others to mount the siren. It was agreed that incentives should be given to volunteers who recruit new members. Dir. Maddalena working to replace the station storage facility access ramp.

UNFINISHED BUSINESS:

1. Update on Cal OES prepositioning and dozer resource needs (Victoria) **Dir. Fisher reported that the District would be allowed to continue contracting dozers for prepositioning per Chief Connolly, who received consent via text from Steve Sjøtvedt, Cal OES Region III Assistant Chief.**
2. TdM Trademark (Tom A) **Dir. Archer made the recommendation to engage in professional services to complete the process. The trademark would be renewed annually and valid for five years.**

3. 501c3 (Rick) **Dir. Maddalena reported that although the communities expressed a lot of support for the idea there was presently no leadership interest to form a charitable organization to support the Tour de Manure.**
4. Sattley Pumphouse (Jeff) **Chair McCollum was working with Sierra Valley Barns and planned to have the shed finished early August.**
5. Comm Grant Update (Kelly) **No update.**
Approval of Updated Financial Policy and Resolution 2023-05 (Tom R) **Dir. Archer moved to wave the first reading of the updated Financial Policy and adopt; Dir. Rowson seconded. Roll Call Vote: 6 Ayes (McCollum, Rowson, Hunter, Fisher, Archer, Maddalena), 1 Absent (Commendatore), motion passed. Dir. Archer moved to adopt Resolution 2023-05 to update the Financial Policy; Dir. Rowson seconded. Roll Call Vote: 6 Ayes (McCollum, Rowson, Hunter, Fisher, Archer, Maddalena), 1 Absent (Commendatore), motion passed.**
6. Discussion/Action to update Rudy Hoyos and Kelly Champion contracts to coincide with fiscal year (Tom R) **Dir. Archer moved to approve the maintenance contract with Hoyos, which included a cost-of-living increase from \$600 to \$650 monthly and hourly billable rate from \$25 to \$35; Dir. Hunter seconded. Roll Call Vote: 6 Ayes (McCollum, Rowson, Hunter, Fisher, Archer, Maddalena), 1 Absent (Commendatore), motion passed. Dir. Archer moved to approve the clerical contract with Champion as presented, which included a cost-of-living increase from \$2,600 to \$2,800 monthly; Dir. Hunter seconded. Roll Call Vote: 6 Ayes (McCollum, Rowson, Hunter, Fisher, Archer, Maddalena), 1 Absent (Commendatore), motion passed.**
7. District Staffing (Tom R) **Dir. Rowson introduced the need for a paid Chief and/or duty officers Monday through Friday. There was discussion regarding stipends for responding to calls.**
8. Loyaltan Pines Water Development (Tom R) **Dir. Maddalena reported that the Belli property was not currently an option to lease for the installation of a water storage tank.**

NEW BUSINESS:

1. 2023-24 Update of Capital Investment Plan (potential appointment of committee) **The Directors discussed the processes and costs related to capital projects, and the need to seek grant funding. It was noted that Station 82 would benefit from ADA bathroom upgrades, showers and a sleeping area.**

Dir. Hunter excused herself from the meeting at 8:00 pm. She noted that she will be working to update policies to change where there was a reference to “Commission” and “Commissioners”, and update to “Board of Directors” and “Directors”.

2. Approval of Annual Audit Contract with Zach Pehling, CPA not to Exceed \$4,400
Dir. Archer moved to approve the contract with Zach Pehling; Dir. Rowson seconded. 6 Ayes (McCollum, Rowson, Hunter, Fisher, Archer, Maddalena), 1 Absent (Commendatore), motion passed.

ANNOUNCEMENTS AND COMMENTS: Chair McCollum and Dir. Rowson both announced they will not be in attendance at the August meeting.

NEXT SCHEDULED MEETING: August 15, 2023 at 6:00pm in Sierraville

ADJOURNMENT: 8:30 pm

Key: T – Tabled from previous meeting H – Handout

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