

May 17, 2022 Tuesday @ 6:00 PM
SIERRA COUNTY FIRE PROTECTION DISTRICT # 1
FIRE COMMISSIONERS MEETING AGENDA
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**. YOU MAY ALSO ACCESS VIDEO AND ONE-WAY AUDIO VIA ZOOM AT THE FOLLOWING LINK:
<https://uso2web.zoom.us/j/8274761160?pwd=NGVuTctJL3d2akZGanpUVzlsSGF2UTo9>

Meeting ID: 827 476 1160, Passcode: 419056

CALL TO ORDER:

Roll Call of Commissioners

{ } Shawn Burt, Chairperson { } Jeff McCollum { } Tom Rowson { } Richard Maddalena
{ } Candy Hunter { } Tom Archer { } vacancy

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.

MINUTES APPROVAL: Approval of the Minutes: 04/19/22

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of April 30, 2022 **H**
2. Approve Bill Payments including Payment to Loyalton Fire **H**
3. FYE 2023 Budget

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. Tour de Manure

UNFINISHED BUSINESS:

1. Update on surplus hose washer/dryer
2. Discussion/Action regarding Calpine siren (Shawn/Jeff)
3. Web Site Update (Candy)

NEW BUSINESS:

1. Discussion/Action regarding fleet update/replacement priorities (Rick)
2. Discussion/Action - Capital Improvement Plan (Finance Committee)
3. Discussion/Action regarding Sattley property (Rick)
4. Discussion/Action regarding Commission Vacancy

ANNOUNCEMENTS AND COMMENTS:

NEXT SCHEDULED MEETING: June 21, 2022 at 6:00pm in Sierraville

ADJOURNMENT:

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

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April 19, 2022 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. YOU MAY ALSO ACCESS VIDEO AND ONE-WAY AUDIO VIA ZOOM AT THE FOLLOWING LINK: <https://uso2web.zoom.us/j/86040616322?pwd=cXlNNW5QbTA1KzFrNolrOEc4dWsoZz09.9>
Meeting ID: 860 4061 6322, Passcode: 891539

CALL TO ORDER: 6:05 pm

Roll Call of Commissioners

{ } Shawn Burt, Chairperson { } Jeff McCollum { X } Tom Rowson { X } Richard Maddalena **Acting Chair**
{ X } Candy Hunter **remote** { X } Tom Archer { } vacancy

Quorum **Yes/No**

PUBLIC INTRODUCTION: John Mitchell and Mike Estrada from Calpine Community Fire Association (video recording), SCFPD#1 Volunteer Mike Cory, Clerk Kelly Champion, Chief Connolly.

PUBLIC COMMENT: Volunteer Mike Cory expressed a thank you to the Board “from all of us from all the stations, and all the firefighters.”

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MINUTES APPROVAL: Approval of the Minutes: 03/15/22 Commissioner Rowson moved to adopt the minutes as presented, Commissioner Hunter seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.

FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of March 31, 2022 **H Commissioner Archer moved to approve the financial reports, Commissioner Rowson seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.**
2. Approve Bill Payments **H Commissioner Archer moved to approve the bill payments, Commissioner Hunter seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.**

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

1. Chief’s Report (Response Summary, Fleet, Communications System, Facilities) **Chief Connolly reported a light response summary, one being a vehicle accident with second degree burns to a large portion of the victims body. District joined the USFS and Loyalton Fire to do the Smokey the Bear fire presentation at Loyalton Elementary for TK through 3rd graders. Radio ordered last year finally showed up, was replaced with newer model because original ordered one went out of stock.**
2. Training / Recruitment/ Retention **Lots of pulling hose and pumping. Trucker hats and beanies finally came in. Ordered a banner to hang in various places around the community. The Basic 32 wildland will be offered locally/regionally and then those who need a refresher will get it through the forest service. Will continue training with the USFS on both agencies’ equipment.**
3. Update on AFG and SAFER grant applications **No update, will know if granted in June or July. Comm. Hunter clarified with Chief Connolly the salary calculation in the SAFER grant application. Chief Connolly started with the CSFA base salary, same for officer/operator/firefighter for the District, added a 3% COLA and then figured 10% difference for each rank. It was also discussed that the benefits appeared high, showing more than the salaries. It was recognized that the figures include payroll taxes and workers’ compensation benefits. Comm. Archer expressed three concerns: are the rates realistic for our area, what happens at the end of three years in terms of the resources to continue with the paid positions, and how does the District handle it from an employment standpoint to minimize liability to the District.**
4. Authorize execution of Agreement with Northern California EMS, Inc **Commissioner Archer moved to approve to ratify the agreement as executed by Chief Connolly, Commissioner Rowson seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.**

UNFINISHED BUSINESS:

1. Update on PSPS Grant/generator install in Calpine and Sierraville- project complete (Rick) **Comm. Maddalena reported the project was complete and gave the Clerk the building permits for the records.**
2. Update on surplus hose washer/dryer **In progress.**
3. Committee Report – Consideration of and authorizing execution of the agreement regarding the Tour de Manure between the District and Sierraville Recreation Association (Tom A/Rick) AND Adopt Resolution 2022-3 in Recognition of the Founders of the Tour de Manure **Comm. Archer noted that the SSFRS was not a party to the agreement. The SRA is the sponsor of the event as holds the liability endorsement and that he will acquire the certificate of coverage from our insurance agent. Comm. Hunter asked for clarification on the difference between the SRA and SSFRS. It was further clarified that the agreement does not provide for a percentage or split of proceeds to the District. Comm. Hunter thanked Comm. Archer and Maddalena for their work and sought clarification on unspent funds accumulated by the SSFRS from past events. Acting Chair Maddalena presented the Resolution to recognize the founders of the Tour de Manure. The Resolution is an expression from the District of appreciation to the long standing members of the Sierraville Sattley Fire and Rescue Service association, recognizing the group as the creator of the Tour de Manure. He stated that they have an invested interest in the event and a passion for the name of the event and the goodwill that goes with it and they are invited to participate with the District in spending out the net part that comes to the District through the event. Comm. Archer moved to waive the reading of Resolution 2022-3, Comm. Rowson seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed. Comm. Archer moved to approve Resolution 2022-03 and authorize Comm. Maddalena as acting Chair to execute the document on behalf of the District, Comm. Hunter seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.**
4. Committee Report – Updating District Bylaws (Rick/Candy) AND Adopt Resolution 2022-4 Adopting District Policies & Procedures (Tom A/Candy) **Comm. Hunter pointed out that the most recent changes were in section 6.1 to add back in Division Chief. Comm. Archer moved to waive the reading of Resolution 2022-04, Comm. Rowson seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed. Comm. Archer moved to adopt 2022-04 with the revision authorizing the Acting Chair to execute, Comm. Hunter seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed. Comm. Rowson noted that the public comment time on the agenda shall be updated to five minutes.**
5. Committee Report – Finance and FY 22/23 Budget (Tom R/Kelly/Jeff/Mick) **Ch. Maddalena combined this item with New Business Item 2. Finance Committee has not met yet but held some discussions regarding fleet needs and priorities. Comm. Rowson noted that District firefighters could not be paid out of District General Funds but could from revenues received from out of area incidents. He requested to create a reserve fund for prepayment to firefighters per the District Reimbursement Policy. Comm. Archer clarified this was for out of District mutual aid or strike team reimbursements. Comm. Rowson moved to set up a \$20,000 Out of District Response Reserve, Comm. Archer seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.**
6. Discussion/Action regarding Calpine siren testing (Shawn/Jeff) **Comm. Burt and McCollum not present. Chair Maddalena asked if there was any comment from John or Mike in the public. Mr. Mitchell said that he would like to see the siren working. Comm. Maddalena said that the District was working on cost details.**

Comm. Maddalena reopened public comment recognizing Mr. Estrada, who handed out an update report from his group as an FYI to the District. He also asked if the District had received a letter via US mail from Calpine Community Fire Association, District Clerk clarified that it had not been received.

Comm. Maddalena asked the Clerk about to other correspondence received. She referenced a letter in last page of the packet that came from SSFRS: a memo regarding their financial support mission to spend the funds in their checking account to enhance and improve the equipment and tools available to SCFPD#1 volunteers. It included references to connecting electric service to the Sattley well pump, equipment for Brush 82 and 83, and a need for a backup generator for the Sattley station.

Clerk presented other correspondence received, a letter from Sierraville Firewise Committee introducing the Board members and presenting their Action Plan. She has been in contact with this group and has prepared a Title III Funds reimbursement request to Sierra County for their expenses.

Clerk thank Rudy for working as an EMT during a fundraiser on Donner Summit she is personally involved in.

Comm. Maddalena also thanked Alice Berg for a recent donation of water coolers and 6 portable bike racks.

Comm. Hunter reported on the need for Washoe County and Sierra County planning to work together on potential traffic concerns and increased use of Forest Service lands in Long Valley and Dog Valley or increased of services from fires and the possibility of a needing a station. Basically, there is a need for Washoe County and Reno to work with Sierra County considering the tremendous amount of development in the works in rural areas. Comm. Rowson remarked that the Sierra County Board of Supervisors was planning to develop a committee to meet with Dept. of Fish and Wildlife about environmental issues and work to make planning with Washoe and Nevada a friendly environment for the future.

Comm. Maddalena asked Comm. Hunter how the addition of Zoom was working for her and she said that she really liked being able to see because it made her feel more part of the meeting.

There was a brief discussion on remote meeting access and ADA website requirements.

NEW BUSINESS:

- 1. Review and updated Conflict of Interest Policy and approve Resolution 2022-5 (Tom A) Comm. Archer introduced the topic and that the update was long overdue. The requirement is to review it every other year. Comm. Archer moved to waive the reading of Resolution 2022-05, Comm. Rowson seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed. Comm. Archer moved to adopt the Conflict-of-Interest Policy, Resolution 2022-05 and to authorize Acting Chair Richard Maddalena to execute, Comm. Hunter seconded. Roll call vote- 4 Ayes (Hunter, Rowson, Archer, Maddalena) 2 Absent (Burt, McCollum) motion passed.**
- 2. Discussion/Action for the Commission to determine and authorize line-item budget funds for volunteers who participate in out of District mutual aid responses per the SCFPD#1 Reimbursement Payment Policy (Tom R.) Combined with Unfinished Business Item 6- Budget.**

ANNOUNCEMENTS AND COMMENTS: See above, discussed after Unfinished Business Item 6.

NEXT SCHEDULED MEETING: May 17, 2022 at 6:00pm in Sierraville

ADJOURNMENT: 7:31pm

Key: T – Tabled from previous meeting H –Handout

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SIERRA CO. FPD #1

FLEET UPDATE/REPLACEMENT PRIORITIES

MAY 2022

FLEET #	MODEL YEAR	NOTES
E-82	2001	No time sensitive concern Monitor hours
E-282	20XX	No time sensitive concern Monitor hours
WT-82	1973 with newer diesel engine	Replace, as part of Capital Investment Plan
B-82	1991	Some time sensitive concern Monitor hours
R-82	2017	No time sensitive concern Monitor mileage
E-83	1981	Replace as an opportunity arises Monitor hours
B-83	2001	No time sensitive concern Monitor mileage
WT-83	1981	No time sensitive concern Monitor hours
E-84	1989	Replace as an opportunity arises, highest structure engine priority
B-84	1998	Replace with a Type 3 as an opportunity arises (Cal Fire Sale Spring 2022?) Est \$13-14,000) highest wildland engine priority
WT-84	1980	Replace, as part of Capital Investment Plan Monitor hours
R-84	2013	No time sensitive concern Monitor mileage
COMMAND	2008	Monitor mileage
Jeep	1994	Hold in fleet as a support vehicle, potential replace with a ½ or ¾ ton 4x4 pickup truck

**2021/2022 CAPITAL IMPROVEMENT PLAN
SIERRA COUNTY FIRE PROTECTION DISTRICT #1**

Pursuant to Section 66006 of Government Code, the District is required to annually make available to the public specific information related to the prior year's activity for development impact fees within 180 days after the last day of each fiscal year.

Sierra County Fire Protection District #1 collects development impact fees within Fire District boundaries which includes the nincorporated communities of Sierraville, Sattley, Calpine, Sierra Brooks, Loyalton Pines, Long Valley and Verdi and neighboring ranches, farms, and recreation attractions. Development Impact Fees were first approved by the Sierra County Fire District Board of Commissioners and the Sierra County Board of Supervisors in 2011.

The content of this report will outline the spending plan for those fees collected up to and including fiscal year ending 6/30/2021 as well as 5 year projections.

An annual inventory of fee collection and projects funded since the imposition of the District's Impact Fee is available upon request.

FIRE IMPACT FEE SCHEDULE

An updated Fire Impact Fee Nexus Study was completed by Hansford Economic Consulting and approved by the Sierra County Fire Protection District Board of Commissioners and the Sierra County Board of Supervisors in 2020. The complete Study is available online at www.sierracountyfireprotectiondistrict1.org or by calling (530)604-4013.

The purpose of the Fire Impact Fees is to finance public facilities and equipment as described. A detailed list of applicable structure and use projects are outlined in Appendix A of the 2020 Impact Fee Study, and available at www.sierracountyfireprotectiondistrict1.org or by calling (530)604-4013.

PLANNED FACILITIES, APPARATUS, VEHICLE & EQUIPMENT

ADA Building Compliance/Bathroom Remodel-Station 82 Sierraville	\$	50,000
Upstairs Completion/ADA Compliance/Exterior Access-Station 84 Calpine	\$	170,000
<i>New</i> 3 Bay Station & Maintenance Facility-Sattley	\$	1,070,977
Replacement Water Tender (2)	\$	650,000
Command Vehicle- <i>Purchased 6/2021</i>	\$	4,023
Type II Engine	\$	12,000
Rescue 4WD Vehicle UTV Truck Style/Stokes EMS Equipment	\$	45,000
Well/Water Storage Tank-Loyalton Pines Area	\$	60,000
Dog Valley Fire Lane	\$	5,000
	\$	2,067,000

Current Fee	Proposed Fee
\$1.90	\$1.96

**Fees are adjusted annually according to the Engineering News Record San Francisco Construction Cost Index March to March for a July 1 implementation. March 2020-March 2021 CCI - 3.1%*

SIERRA COUNTY FIRE PROTECTION DISTRICT #1 - IMPACT FEE EXPENDITURE SUMMARY & 5-YEAR PROJECTION

Following is an account of the 2020/2021 impact fee collection and expenditure detail through June 30th, 2021 with projected 2022-2026

	ACTUAL 2020/2021	PROJECTED 2021/2022	PROJECTED 2022/2023	PROJECTED 2023/2024	PROJECTED 2024/2025	PROJECTED 2025/2026
Beginning Fund Balance	\$ 964	\$ -	\$ 12,820	\$ 22,820	\$ 32,820	\$ 42,820
Annual Fees Collected	\$ 10,401	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Interest Earned						
Adjustment	\$ (1,135)	\$ 4,820				
Refunds						
Total Revenue	\$ 10,230	\$ 24,820	\$ 22,820	\$ 32,820	\$ 42,820	\$ 52,820
Annual Expenditures	Cost	Total % Funded- Impact Fees				
Station 82 - ADA Bldg Compliance/Bathroom Remodel	\$ 50,000					
Station 84 - Upstairs Completion/ADA Compliance/Exterior Access	\$ 170,000					
Station 83-New 3 bay Maint. Fac./Fire Stn.	\$ 1,070,995					
Command Vehicle	\$ 11,992	34%	\$ 4,023			
Replacement Water Tender (2)	\$ 650,000					
Rescue UTV/Stokes EMS Equip.	\$ 45,000					
Type II Engine	\$ 12,000	100%	\$ 12,000			
Well/Water Storage Tank	\$ 60,000	100%				
Dog Valley Fire Lane	\$ 5,000	100%	\$ 5,000			
CIP & Impact Fee Analysis Update	\$ 8,000	100%	\$ 1,207			\$ 32,000
Office Expense/Bank Fees						
Total Expenditures by Year	\$ 10,230		\$ 12,000	\$ -	\$ -	\$ 32,000
Total Expenditures to Date						
IMPACT FEE BALANCE	\$ -		\$ 12,820	\$ 22,820	\$ 32,820	\$ 20,820

**20/21 adjustments reflects \$1280 uncollected on permit and \$145 adjustment between Building Dept. & Auditor. 21/22 adjustments reflect anticipated payment of uncollected fees from prior years per Building Dept. internal audit. All prior uncollected fees have been invoiced through County Auditor.*