

SIERRA CITY FIRE PROTECTION DISTRICT

229 Main St., P.O. Box 516, Sierra City, CA 96125

Saturday, June 13, 2026

8:00 a.m., Sierra City Community Hall

MINUTES

- 1) Call to Order: at 8:00 a.m. Establish Quorum: Present were Commissioners; Glen Haubl, Bob Latta, Karen Livingstone-Campbell and Rich Smail. Quorum established.
- 2) Adopt Agenda: An amendment was added to the agenda to add a vote on the resolution to add the renewal of Commissioner Glen Haubl and Commissioner Sig Ostrom to the November 2026 ballot. Motion to adopt the agenda, moved by Commissioner Bob Latta, Seconded by Commissioner Rich Smail, approved by all Commissioners.
- 3) Approve the Minutes. Motion to Approve the Minutes for May 9, 2026, moved by Commissioner Bob Latta, Seconded by Commissioner Rich Smail, approved by all Commissioners.
- 4) Treasury Report & Bill Pay:
 - a) Bill Pay total presented by Commissioner Glen Haubl for June. The Payees include Plumas Bank credit card expenses for 2 trucks and the side by side \$3,198.42, Alpine Fire Service \$315.24, Banner Communication (radio programming) \$60, Automated mailing (posters) \$190.91, Ferrellgas \$43.74?, CalKing Pest \$200, Grass Valley Sign \$30.64, Atwood Insurance Agency (workers comp quarterly installment payment) \$7,176, PGE \$239.89. A motion was made for the approval of the Bill payments as presented, by Commissioner Karen Livingstone-Campbell seconded by Commissioner Bob Latta; approved by all Commissioners.
 - b) Commissioner Glen Haubl will change the cycle date for the Plumas Bank credit cards payment to be later in the month to avoid late fees and finance fees that are recurring monthly. The Commission meeting bill pay approval timing is delaying the payment.
 - c) Commissioner Glen Haubl will continue to try and cancel the Wells Fargo cards.
 - d) A draft Fiscal Budget for 2027 was presented by Commissioner Glen Haubl. The purpose of reviewing the budget at this time is to understand the affordability for a new Fire Truck requested by the Fire Department which is estimated at \$400k.
 - i) Financing options with the Department of Agriculture top out at about \$300k - \$350k at about a 4.5% interest rate. The Federal government establishes the

interest rate quarterly and so may change after end of June. The CSDA will also be reviewed for options.

- ii) Finance options were between 3 to 10 years.
 - iii) The goal is to provide the potential annual cost in interest and principal.
 - iv) The downpayment options reviewed were zero, \$50k or \$100k to adjust the purchase amount down.
 - v) With no downpayment, if possible, the entire cost could be financed, and we would be survivable no matter what happens.
 - vi) There was an auction published online in Reno where a Fire Truck like our truck sold for \$86K as an example of its worth. However, this is not actual value for our truck since we have not sold our truck yet.
 - vii) The Actuals presented in the draft budget are not accurate until after June 30.
 - viii) The annual revenue from property taxes is around \$120k plus interest of about \$10k which would not change year to year.
 - ix) The preliminary budget assumes \$140k income, with expenses of \$163k, of that \$163k, \$65k is depreciation, with a \$42k positive cash balance in the year. That's the excess money available to pay for a loan. As reported by Commissioner Glen Haubl, the District is on the edge of affordability which means other cost cuts may be necessary and/or increase our fundraising.
- e) As reported by Cindy Ellsmore, CSDA, California Special District Association, has a finance corporation. They do outright loans and lease purchases. She reported that the County uses lease purchases for almost everything they buy for the road department. There are flexible terms with a 'Get A Quote' function online.
- f) Also, Cindy reported that Senate Bill 827 effective January 1st, 2026, requires all Special District Commissioners to have financial and ethical training.

5) Correspondence:

- a) Notification from the County that renewal is due for Commissioner Glen Haubl and Commissioner Sig Ostrom for their 4-year terms. This is a resolution that needs to have a vote and will be forwarded to the Records Office to have them added to the November 3, 2026 ballot. A motion was made by Commissioner Glen Haubl to execute this resolution to include these two positions on November 3, 2026, ballot. All four attending Commissioners, Bob Latta, Glen Haubl, Karen Livingstone-Campbell and Rich Smail approved the resolution with no absentees, and no nays. Paperwork is due at the Records office by August 7, 2026.
- b) Notification was received from the County that the Old School house property in Sierra City is changing their zone from commercial to rural residential.

- c) Notification was received from the State Controller's Office that they have not received our Government Compensation Report for 2025 (even though it might be null it's required). Commissioner Glen Haubl will follow up.

6) Announcements:

- a) Sig Ostrom will need to go to the Records Office to be sworn in officially as a Sierra City Fire Protection District Commissioner after a resolution is made to adopt him by the Board of Supervisors in their meeting on June 16.

- 7) Public Testimony: There was concern raised by a member of the public regarding an explanation of how funds are categorized and used in the Auxiliary, the Fire Department and the Fire District and whether they are a 501c-3 organization. The Auxiliary has confirmed it is a nonprofit 501c-3. The District is a government nonprofit organization but has a different classification, however, the donations to the District are tax-deductible. The Volunteer fire department is not a 501c-3 and therefore, any donations made are not tax-deductible.

8) Old Business:

- a) Sierra City Fire Auxiliary.
 - i) Jim Westfall has graciously agreed to provide some funding from the Sierra City Improvement Group, (SCIG) to purchase a new Public Announcement System for the Community Hall. It will be hardwired and have Bluetooth capability. The purchase and installation timing is TBD.
 - ii) There is a request to investigate moving from AT&T to Starlink for improved internet capability. One concern is that the Office of Emergency Services must still have some access to use the hall if needed and would need to be configured in the set up.
 - iii) There will be a free documentary movie event on July 12, 2026, on the Sierra Buttes Lookout on Sunday at 6pm in the Community Hall.

9) Discussion/Action: Fire Chief report – Report by SCVFD Eric Kubly, Co-Deputy Fire Chief.

- a) For the months of May and June, there were several incidents. One was a medical incident covering two people, one for a hip fracture who was flown out to Renoun hospital in Reno and another for breathing issues. The breathing issue patient was AMA. One call turned out to be a ghost call with UTL. Another call was reported as a vehicle rollover but changed to a motorcycle rider accident at Little Deer Lake with knee injuries. Downieville, Sierra City, Tahoe National Forest, CHP, and the SO all responded. After assessment, it was determined that they needed air support response, so H-20

assisted to lift the patient to Windy point where they were sent by ambulance to the hospital.

- b) There was a Firehouse garage sale on May 24th at the Sand Shed station. About \$1,000 was received for old used equipment. There is an expected payment of \$900 yet to be received. A check for the proceeds was presented to the District Treasurer.
- c) Apparatus -
 - i) Water Tenders –
 - (1) The tenders 7991 and 7992 radio programming updates are needed. Banner Communications has been notified.
 - (2) Hose reel was ordered for tenders 7991 and 7992.
 - (3) All fire department members have been trained to operate the tenders.
 - ii) New call numbers, required by the National Fire Protection Association (NFPA), will be added to the top of all vehicles by Grass Valley Sign. Chris Campbell, the facilities officer, will research the cost and timing for installation.
 - iii) Side By Side – This vehicle was taken to Banner Communications in Grass Valley to have dash lights and radio headsets installed. A medical sled has been ordered and will be installed when available by Q-Tec most likely in July. Obtaining additional equipment for the Side-By-Side is in the plan for 2026 to be funded by the Volunteer Fire Department and the Auxiliary. A check was presented to the District Treasurer for last month's expenditure.
- d) Eric Kubly, Co-Deputy Fire Chief attended a disaster county council meeting with the Forest Service, CalFire and others. Sierra Valley Fire District reported that they flew out 35% of their patients last year. CalFire reported that there is 200% more vegetation than last year. CalFire will be implementing Stage 1 fire restrictions on all burning as of June 15.
- e) Eric Kubly, Co-Deputy Fire Chief and Firewise Sierra City met with CalFire, Forest Service and OES for the process of renewing their 5 years reassessment and accreditation.
- f) A trip is being planned to visit the Hilda Repeater for repair assessment.
- g) Obtaining a new Porta tank to replace the damaged one by rodents was discussed.
- h) Discussion about a new Fire Truck.
 - (1) Concern was raised that delaying purchasing a new fire truck may increase the cost and delivery timeline. The Q-Tac current build time is 9 -12 months. Eric Kubly, Co-Deputy Fire Chief will investigate financing, downpayment and purchase terms through Q-Tac.

(2) A concern was raised that there is no apparatus other than 7966 with the ability to store 500 feet of supply fire hose. The brush truck would need additional racking. Is the truck able to carry that weight?

- ii) Commissioner Rich Smail reviewed the possibility of selling 7900 and 7966 to the Sierra Valley Fire Protection District. It was reported that Sierra Valley Fire Protection District was not interested in 7966 because it does not have the GPM they desire for structure fires. It was suggested to acquire a professional appraisal. Is there a need to surplus it by putting an ad for a closed bid in the newspaper?

Follow up needed.

(1) A motion was made to seek an appraisal for 7966 by Commissioner Bob Latta, seconded by Commissioner Rich Smail, approved by all Commissioners.

(2) Sierra Valley Fire Protection District made an offer of \$8,000 for 7900 but they do not want the pump unit in the back of the truck. Discussion continued regarding this offer and after further consideration and medical needs of the Fire Department, the offer to sell 7900 was withdrawn.

i) Fire Hydrants –

- i) Follow up is needed with all water companies and landowners for evidence in the form of a report on water pressure, capacity and flushing for all 70 hydrants. There was proposal to submit a formal request to all hydrant owners from the Commission. This was handed to Commissioner Glen Haubl to write a letter and send it – no status.

10) Discussion/Action: Grants report: Commissioner Bob Latta, Sig Ostrom and Sharon Dobija.

- a) Commissioner Bob Latta reported that paperwork has been submitted for one grant for the Hayes System for \$1.2 M with another grant submission in progress.
- b) No further progress has been reported this month.

11) Discussion/Action: Water Protection and Water Companies:

- a) Commissioner Rich Smail reported that the leak on the Hayes pipe by Cindy Elsmore's house was fixed and then a second leak was found that will be fixed by Cesario when Commissioner Rich Smail or SCVFD Eric Kubly, Co-Deputy Fire Chief provides the clamp.
- b) No status on the letter to be submitted to the water companies for their water system maintenance. Commissioner Glen Haubl assigned to create the letter.

12) Discussion/Action: Bylaws: Commissioner Bob Latta, Commissioner Glen Haubl

- a) Confirmation around changing the day and time of the Commission meeting, which is currently listed as the second Saturday of every month at 8:00am at the Community Hall to the second Tuesday of every month at 4:00pm at the Community Hall.
 - i) Commissioner Glen Haubl created an updated draft Bylaws for the May 2026 Commissioners meeting and read them to the public in attendance.
 - ii) The updated sections of the draft Bylaws were read to the public by Commissioner Karen Livingstone-Campbell for the second time at the June 2026 meeting.
 - iii) Changes Summary:
 - (1) Change the meeting day from the second Saturday of every month at 8:00 am to the second Tuesday of every month at 4:00 pm.
 - (2) There will be a District website created to post meeting minutes and agendas and various other links and documents.
 - (3) Create an adoption of electronic meetings. However, Commissioners that attend electronically will not be part of the official quorum and cannot vote unless they are disabled.
 - (4) Re-wording of the duties of the Fire Department Chief to include the Co-Deputy Chief(s) if no Chief has been appointed. The Co-Deputy Chief will have the same authority as the Fire Department Chief.
 - (5) Section 3.h "The Chiefs have the authority to incur obligations and expend District Funds shall be established by ordinance or resolution of the Commission, prior to incurring obligations or expending District Funds."
 - (6) Section 3.i "The Chief can donate (Fire) Department funds to the District and designate the funds to pay Fire Department *Budget Items*."
 - (7) Updated the votes summary and signature page.
 - iv) This was the second of two reviews of the updated Bylaws.
 - v) A vote was taken to approve the updated Bylaws. There were 4 approvals, no nays, no absentees, no abstentions. The signatures page will be completed. The updated Bylaws have now been approved on June 13, 2026.

13) Discussion/Action: Website for the Sierra City Fire Protection District: - Commissioner Karen Livingstone-Campbell

- a) Design elements in progress for the new website.

14) Adjournment: Commissioner Karen Livingstone-Campbell motioned for adjournment of the meeting, seconded by Commissioner Rich Smail, approved by all Commissioners. The meeting was adjourned at 9:58am. The next meeting is scheduled for Tuesday July 14, 2026, at 4:00pm at the Sierra City Community Hall.

Respectfully submitted,

Karen Livingstone-Campbell