

SIERRA CITY FIRE PROTECTION DISTRICT

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

Tuesday, July 14, 2026

4:00 p.m., Sierra City Community Hall

MINUTES

- 1) Call to Order: at 4:00 p.m. Establish Quorum: Present were Commissioners; Glen Haubl, Bob Latta, Karen Livingstone-Campbell and Sig Ostrom. Commissioner Rich Smail was absent. Quorum established.
- 2) Adopt Agenda: An amendment was added for election of Commissioner Officers for the new fiscal year to the agenda. Motion to adopt the agenda, moved by Commissioner Karen Livingstone-Campbell, Seconded by Commissioner Sig Ostrom, approved by Commissioners in attendance.
- 3) Approve the Minutes. Motion to Approve the Minutes for June 13, 2026, moved by Commissioner Bob Latta, Seconded by Commissioner Sig Ostrom, approved by Commissioners in attendance.
- 4) Treasury Report & Bill Pay:
 - a) Bill Pay total presented by Bookkeeper Peggy McDermott for July was \$15,551.50. The Payees included Plumas Bank credit card expenses (side by side to be reimbursed from the SCVFD) for \$7,107.98, Banner Communication (radios) \$2,557.11, Ferrellgas \$21.45, CalKing Pest \$315, Grass Valley Sign \$966.55, Atwood Insurance Agency (workers comp quarterly installment payment) \$3,745, PGE \$238.41, and SierraHosts (website) \$600. Peggy reported there were 3 deposits made, one in May \$1,000, two in June, and \$8707, Commissioner Glen Haubl reported that these were all donations from the SCVFD. A motion was made for the approval of the Bill payments as presented, by Commissioner Bob Latta, seconded by Commissioner Sig Ostrom; approved Commissioners in attendance.
 - b) Peggy reported that we had a late fee again of \$100 on the Plumas Bank credit cards because of being paid after the due date on the statement. The Commission meeting Bill Pay approval timing is delaying the payment. It is requested that the owners of the cards contact Plumas Bank to change the cycle to be later in the month to avoid late fees and finance fees that are recurring monthly. The new date requested by Commissioner Glen Haubl is to change the statement date to the 25th of the month with

a payment date of the 20th. Each card holder will need to contact Plumas Bank to view their transactions, and Peggy would like the information given to her for reconciliation.

- c) Commissioner Glen Haubl will continue to try and close the Wells Fargo cards. The cards have already been destroyed.
- d) Plumas Bank updates:
 - i) Current and remaining signers on the Sierra City Fire Protection District Plumas Bank checking account #xxxxxxx79
 - (1) Glen Haubl – Commissioner - Treasurer
 - (2) Karen Livingstone-Campbell – Commissioner -Secretary
 - (3) Bob Latta – Commissioner - Grants
 - (4) Rich Smail – Commissioner
 - ii) New signers on the Sierra City Fire Protection District Plumas Bank checking account #xxxxxxx79
 - (1) Sig Ostrom – Commissioner – Chairperson
 - iii) Provide Customer Identification Program I.D. Forms from all signers – all Commissioners
 - iv) Provide Signed minutes – by Commissioner Karen Livingstone-Campbell - Secretary
- e) A Fiscal Budget for 2027 was presented by Commissioner Glen Haubl which now includes the actuals through June 30th which is the fiscal year end.
 - i) The figures for the Income section, line item 'Tax' (property tax from the County) actual which indicate \$120,000, and the 'Interest' line actual which indicate \$7,000, are not final. This means that the 'Cash Balance' line of \$236,411 is not final. There is an issue with the County due to clarification of the requesting party for the information.
 - ii) The figure for 'Depreciation' is not final. This will not be known until November when the Auditor reviews the Books. This is a noncash item.
 - iii) Commissioner Glen Haubl estimates our fund balance will be down \$95,000 this year because of the past purchase and outfitting of a second truck (Water Tender 7992).
 - iv) There is a new line item for 'Donations' with an estimate of \$25,000 for 2027. This represents fund raising with the intent to purchase a new Quick-Attack Type-3 Primary Response Engine estimated to cost \$413,590 (as of March 23, 2026).
 - v) There is a line item for 'Other Income' at \$105,000. This represents potential income from the sale of the 7966 truck.
 - vi) Commissioner Karen Livingstone-Campbell notified Commissioner Glen Haubl that the Hydrants line item should indicate \$10,000 instead of \$2,500 because our potential cost is based on the Water Hydrant contracts in place with the Water Companies not the actual payment.

- vii) The line item 'Capital Exp' for \$90,000 represents a potential downpayment for a new Fire Truck.
- viii) The District would need to finance the new Fire Truck with a loan around \$45,000/year with interest and principal payments for a 10 year loan at 5.4%. This is possible because there's an excess fund balance of \$51,500 which would cover that amount. There is also a possible lease opportunity which needs to be reviewed.
- ix) **A motion was made by Commissioner Sig Ostrom to approve the Fiscal Budget for 2027 as presented with reviewed amendments, seconded by Commissioner Bob Latta, approved by Commissioners in attendance.**

5) Correspondence:

- a) Notification via email from Susan Hopkins was received that she can no longer attend the Commissioner meetings because of the new date and time however, she requested that the Commission provide a teleconference opportunity as she would like to continue to attend in some fashion. Commissioner Glen Haubl reminded the Commission that it is mandated in the Bylaws to provide this service. Commissioner Sig Ostrom will follow up with the County IT Jeremy, to explore options and obtain advice.
- b) Notification via email by Joe and Gia regarding the lack of firewater in the hydrants for their area, in for what is known as the 'Lewis Tract'. In addition to Joe and Gia, the Fire Department contacted the owner of Sierra Water Resources, Larry Morales, to notify him that this is a dangerous situation for the residents if there was a fire. Commissioner Glen Haubl also had a discussion with the owner, Larry, who indicated he has a plan to extend the intake pipeline at Love's Falls to more easily access the available water for the hydrants.

6) Announcements: Sig Ostrom was sworn in officially as a Sierra City Fire Protection District Commissioner. Welcome Sig!

7) Public Testimony: There is an anonymous community member on about June 20th who has offered a matching amount of \$25,000 for the new Fire Truck by September 19th. There was an ad hoc committee created to put out mailings, posters, social media, newspaper articles and events to raise funds. As of this meeting, \$56,000 has already been raised. Promotional posters will be updated to show a new goal of \$75,000. One suggestion to raise more funds was to ask corporations for fund matching. Tammy Rangel will reach out to companies and businesses that have traditionally sponsored events for the Auxiliary.

8) New Business:

- a) Election of Commissioner Officers for the new Fiscal Year 2027.

- i) **Commissioner Karen Livingstone-Campbell nominated Commissioner Sig Ostrom to be the new Commission Chairperson, Commissioner Bob Latta seconded, approved by the Commissioners in attendance.**
- ii) Commissioner Karen Livingstone-Campbell nominated Commissioner Glen Haubl to be the Commission Treasurer, Commissioner Bob Latta seconded, approved by the Commissioners in attendance.
- iii) Commissioner Bob Latta nominated Commissioner Karen Livingstone-Campbell to be the Commission Secretary, Commissioner Sig Ostrom seconded, approved by the Commissioners in attendance.
- iv) Commissioner Bob Latta will continue to oversee Grant acquisitions.

9) Old Business:

- a) Sierra City Fire Auxiliary. Covered by Sarah Kubly on the Fire Truck Committee.

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

- a) For the months of June and July, there were several medical incidents.
- b) Apparatus -
 - i) Water Tenders –
 - (1) The tenders 7991 and 7992 radio programming updates were repaired by Banner under warranty.
 - (2) Hose reel was installed on tenders 7991 and 7992 of 100ft each.
 - ii) New call numbers, required by the National Fire Protection Association (NFPA), have been added to the top of all vehicles by Grass Valley Sign.
 - iii) Side By Side 7901 – Banner Communications in Grass Valley installed emergency dash lights and radio headsets. A medical sled has been ordered and will be installed when available by Q-Tac 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.
- c) A trip was made in 7901 by several fire department members to the Hilda Repeater which sits on SPI property for a repair assessment. A handout was provided with pictures of the current situation. The building is crumbling with the solar panels failing. In the bunker, the County Road Crew has equipment as well as the Fire Department. The repair costs could be shared but next steps or plans are not defined at this time.

Eric will follow up with Josh Handel Director of Public Works & Transportation for Sierra County and John about construction.

- d) There is a need for a purchase of a new Vitals Machine due to mechanical issues. They can range from \$500 to \$25,000. The one to be replaced would likely cost \$1,800.
- e) Discussion about a new Fire Truck.
 - i) Eric contacted Brindlee Mountain Fire who are one of the largest resellers of fire apparatus to discuss the 7966 truck. Brindlee Mountain Fire Apparatus is owned and operated by firefighters from the Brindlee Mountain area in Huntsville, Alabama. Based on the conversation with Eric, they have made a cash offer of \$105,000. Eric asked them for 5 comparables which they provided, which ranged from \$67,000 to \$200,000 depending on the equipment, age, use, and time of year sold. A prior comparable collected by Commissioner Glen Haubl was \$84,000. The older 7990 water tender sold for about \$100,000. An appraisal has not been acquired to date. This cash offer was valid for 20 days expiring on July 15, 2026. The new Chairperson, Commissioner Sig Ostrom, will sign and accept the Cash Offer today.
 - (1) A motion was made by Commissioner Glen Haubl to accept the cash offer of \$105,000 offer from Brindlee Mountain Fire Apparatus, seconded by Commissioner Sig Ostrom, approved by the Commissioners in attendance.
 - ii) It is the desire of the SCVFD to provide a deposit on a new fire truck of \$90,000 with the Q-Tac company as soon as possible to secure a spot on their order/build list. As stated in prior discussions, it takes at least 9 – 12 months to build out a new fire truck. This would represent about 20% down on the \$400,000 cost of the new truck. The expectation is that this truck will be available for next year's Fire Season.
 - (1) A motion was made by Commissioner Glen Haubl which states, upon completion of the sale of the SCFPD Fire Truck 7966 to Brindlee Mountain Fire Apparatus for \$105,000, a deposit for \$90,000 will be made to Q-Tac for the purchase of a new Type-3 Fire Truck to SCFPD which guarantees its delivery, seconded by Commissioner Bob Latta, approved by the Commissioners in attendance.
 - iii) The financing for a loan on the new truck would be determined at a future date according to Commissioner Glen Haubl. Q-Tac does not provide financing. Eric researched Retail financing, which was 5.13% in May and Commissioner Glen Haubl found a USDA loan that was about 4.13%. There are options for financing the new truck with the proposed multi-year budget projections surplus (approximately \$45,000) or a lease option through CSDA or providing cash from fundraising and County Fund which would most likely increase the financial risk and solvency to the SCFP District.

f) 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.

11) Discussion/Action: Grants report: Commissioner Bob Latta and Sig Ostrom.

- a) Commissioner Bob Latta reported that SAMS must be updated, which is in progress.
- b) Commissioner Bob Latta reported that paperwork has been submitted for one grant for the Hayes System for \$1.2 M. This continues to be in progress.

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

- a) Commissioner Glen Haubl communicated that he believes the Commission should manage the availability/reliability of residential water for fire safety.
- b) Sierra Water Works owners were in town and communicated to Commissioner Karen Livingstone-Campbell verbally that they continue to maintain and test their hydrants. On this trip they were testing the Butte St. hydrant and intend to have a company in Grass Valley repair and lubricate the hydrant on Church St in the future.

13) Discussion/Action: Bylaws: Commissioner Glen Haubl

- i) The updated Bylaws were approved on June 13, 2026. The signatures page will be completed. A clean copy is needed for the Fire Office file.

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

- a) The development of the new website is in progress by the company SierraHosts. The site name and domain have been created. The target is to get the site done within a month. This effort would be to create a baseline site that we can further develop and customize patterned by the Sierra County Fire Protection District #1 site.

15) Adjournment: Commissioner Karen Livingstone-Campbell motioned for adjournment of the meeting, seconded by Commissioner Bob Latta, approved by all Commissioners. The meeting was adjourned at 5:28 p.m. The next meeting is scheduled for Tuesday August 11, 2026, at 4:00pm at the Sierra City Community Hall.

Respectfully submitted,

Karen Livingstone-Campbell