NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – WORKSHOP MEETING
Tuesday, May 3, 2016
13200 Tyler Foote Rd. Nevada City, CA 95959

AGENDA

1. **5:30 P.M. – Call to Order, Roll Call, Pledge of Allegiance.**
2. **5:31 P.M. – PUBLIC COMMENT ON MATTERS NOT ON AGENDA.** *As per the Brown Act, members of the community are free to speak on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair will recognize individuals who wish to speak. Comments should be directed to the Board. Each individual shall be given one opportunity to speak. Please limit your comments to five minutes.*

Action

3. **CONSENT CALENDAR.** *These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent calendar for discussion.*
   - **A.** Minutes of April 5, 2016 Board Workshop Meeting 🕮
4. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*
5. **NEW BUSINESS**
   - **A.** Master Plan Discussion
6. **NEXT MEETING:** TBD
7. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra SuperStop, NSJ Post Office, Petersons. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

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BOARD OF DIRECTORS
WORKSHOP MEETING
Tuesday, April 5, 2016
MINUTES
DRAFT

PRESENT: Pat Leach, Chair; Marilyn Mociun, Treasurer; Durinda Kelley; Ed Beckenbach; Boyd Johnson, Battalion Chief; Tom Browning, Battalion Chief; Kelly Moreno, District Secretary
ABSENT: Bruce Boyd, Vice-Chair

1. **CALL TO ORDER:** Meeting called to order at 5:40 PM. Roll taken. Four members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** No Public Comment.
3. **CONSENT CALENDAR:**
   A. Minutes – Pat Leach called for edits to the February 9, 2016 Board Workshop Meeting minutes. With no edits voiced, Marilyn Mociun moved to approve the minutes as presented, Ed Beckenbach seconded, motion passed by unanimous vote.
4. **ANNOUNCEMENTS:** Marilyn Mociun shared that the San Juan Ridge Taxpayers Association (SJRTA) is planning a celebration/meeting on Sunday, April 10, 2016 from 2:00 to 4:00 PM at the North Columbia Schoolhouse to celebrate the close of the mining application. The meeting has been called to discuss land use alternatives. They have requested a speaker from NSJFPD to present a ten (10) minute talk. Marilyn invited others from the District to attend.
5. **NEW BUSINESS:** Master Plan Discussion – Pat Leach turned the meeting over to Marilyn Mociun. Marilyn opened with a meeting overview:
   - Review unrevised version of ***Mission Statement***
   - Review our ***Slogan***
   - Discuss ***Mandates***
   - Prioritize ***Strategic Issues***
   - Work on specific ***Goals***

   The mission statement, slogans, and mandates should be clear in our minds before we delve into strategic issues. The issues have to harken back to what our mission is and what our mandates are.

   Mission Statement
   Suggestions to consider for inclusion in a revised mission statement:
   - Assist other agencies
   - Level of cooperation

- Highlight wildland and structure fire
- Recognize our economic restrictions

Slogan

Professional service volunteer dedication.

Mandates

General powers and duties of special districts (Fire Protection District Act of 1997)
Discussion:

- The only legal requirement is that each firefighter has CPR certification.
- We don't want to commit to things we are unable to do.
- What is the most critical mandate dictated by the state?
- What do we have to do? According to the Fire District Formation Act you are required to provide fire protection and rescue services.
- What are the consequences of not following mandates?
- Build upon what's already been done. Improve rather than start over from scratch.
- Maintain highest level of safety for firefighters and rescue personnel.
- Safety seems to be the highest level of liability to the District.
- Written mandates are related to liability.
- What do we want to provide?
- How are we going to do it?
- Communicate expectations to firefighters.

The above discussion ties directly to what we need to include in our mission statement. Add 'Mission Statement Discussion' to the May 2016 board meeting agenda. It would be good to have the input of several people.

Strategic Issues

The following items were established as Strategic Issues at the February workshop meeting?

1. How do we get paid for preventative care?
2. How do we know we're meeting the needs of the community?
3. How do we evaluate annexation?
4. How do we meet the regulatory mandates?
5. How do we assess and adopt particular standards?
6. How do we improve recruitment & retention?
7. How do we meet our fiduciary responsibilities?
8. How do we engage the community?
9. How do we improve communication technology?
10. How do we create volunteer opportunities for community involvement?

This list was reduced to four (4) categories under which all items could be addressed.

1) Community Service
   How do we know we're meeting the needs of the community?
   - What are the needs and expectations of the community?
   - Have informal conversations/discussions.
   - Initiate formal communication via newsletters, surveys, questionnaires (what do you expect from your fire department?).

- Get feedback after responding?
- Are we meeting those needs and expectations? Can we meet those needs and expectations?

How do we engage the community?

- Write an explanation in prose (Ed Beckenbach will work on a draft).
- Identify limitations, let the community know.
- Welcome wagon packet brochure identifying services we provide.

How do we create volunteer opportunities for community involvement?
How do we improve recruitment & retention?
How do we evaluate annexation?

- What's the process?
- How were the district lines drawn?

2) Safety
How do we meet the regulatory mandates?
How do we assess and adopt particular standards?

- Training compliance matrix
- Training program
- Duty shift schedule
- OSHA requirements (equipment, testing, facilities)
- Call & response statistics
- What is the goal of the Board in regard to these items?
- How are we going to make these things happen?
- What requirements do we chose to adopt?
- What are the financial implications?
- Standards vs. actual performance.
- Where do we begin? Read NFPA 1720 to determine benchmarks. It may be an option for the Board to speak out publicly to reject these NFPA standards and opt to establish standards specific to our situation. State that we know what these regulations are but for 'stated reasons' they don't fit the make-up of our department.

3) Operational
How do we improve communication technology?

4) Fiduciary
How do we meet our fiduciary responsibilities?

Goals

There are specific goals that need to be extracted from these stated issues. List specific goals, steps, and stated timelines. It will become our operational plan. What do we need to accomplish items? What financial support do we need? Possible obstacles? Next meeting: Establish goals.

6. **NEXT MEETING:** Next workshop meeting is May 3, 2016 at 5:30 PM.
7. **ADJOURNMENT:** Meeting adjourned at 7:35 PM.

Kelly Moreno

Kelly Moreno, Board Secretary