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 – REGULAR MEETING
Tuesday, June 27, 2017

AGENDA

1. **7:00 P.M. – CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**
2. **7:01 P.M. or as soon thereafter as possible – 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.
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.*

Action **A.** Minutes of May 23, 2017 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. **REPORTS**
   - **A.** Chief's Report – Chief Flores
     - **i.** April and May 2017 Statistics 🕮
   - **B.** Treasurer's Report – Ed Beckenbach
     - **i.** Donations 🕮
     - Action **ii.** April and May 2017 Financials: Disbursements, Cash on Hand, Funds Summary 🕮
     - Action **iii.** Preliminary Budget 2017/2018 🕮
   - **C.** District Manager Report - Tracy Corris
   - **D.** Firefighter Association Report – Shawn Olson
   - **E.** NCFA Report – Pat Leach
   - **F.** LAFCo Report – Ed Beckenbach
6. **NEW BUSINESS**
   - Action **A.** Resolution 2017-03 Authorizing Nevada County to Collect Special Tax - Ed Beckenbach 🕮
   - Action **B.** Resolution 2017-04 Authorizing Nevada County to Collect Measure Q Special Tax– Ed Beckenbach 🕮
   - Action **C.** Master Plan Final – Ed Beckenbach 🕮
   - **D.** Coordination with Nevada County on Bridge Repair – Ed Beckenbach
   - Action **E.** Board Email Accounts – Bruce Boyd
   - **F.** Board Policies Discussion – Bruce Boyd
   - Action **G.** Electronic Communications Policy DRAFT– Freya Johnson 🕮
   - Action **H.** Social Medial Policy DRAFT – Freya Johnson 🕮
   - Action **I.** Mitigation Fee Refund Policy DRAFT – Bruce Boyd 🕮
7. **NEXT MEETING:** Tuesday, July 25, 2017 @ 7:00 PM
8. **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.

3 A
Minutes

NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California 95959
P.O. Box 299, North San Juan, CA 95960
Phone (530) 292-9159 Fax (530) 292-1417
www.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
WORKSHOP MEETING
Tuesday, May 23, 2017
MINUTES

PRESENT: Bruce Boyd, Chair; Durinda Kelley, Vice-Chair; Ed Beckenbach, Treasurer; Pat Leach; Freya Johnson; Kelly Moreno, Board Secretary
ABSENT: All members present.

1. **CALL TO ORDER:** Meeting called to order at 6:03 PM. Roll taken. All members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** No public comment.
3. **CONSENT CALENDAR:**
   A. Minutes: Bruce Boyd called for any corrections to the April 25, 2017 Board Meeting Minutes, Pat Leach moved to accept the April 25, 2017 minutes as presented, Durinda Kelley seconded, motion passed by unanimous vote.
4. **ANNOUNCEMENTS:** Durinda Kelley reported that Sharon Beckenbach received the LAFCo Volunteer of the Year award, presented at their annual fund raising event.
5. **NEW BUSINESS:**
   A. District Updates
      - Pat Leach reported that the Joint Powers Agreement (JPA) was moved back one month.
      - Shawn Olson reported on behalf of the Firefighters Association (FFA):
        - Lebin St. John was elected as the Treasurer at their last meeting.
        - The FFA will have a BBQ booth at the Cherry Festival this year.
      - Durinda Kelley reported, on behalf of the Auxiliary, that the Scotch Broom Breakfast brought in $7,500. They could use more help next year. The District Manager suggested that we hold the money in a firefighter scholarship fund.

   B. LAFCo Special District Alternate Member Election Ballot – The Board agreed at the April meeting to support Ed Beckenbach. To formalize the vote, Durinda Kelley moved that North San Juan Fire Protection District vote for Ed Beckenbach as Special District Alternative Member to LAFCo, Pat Leach seconded, motion approved by unanimous vote.
6. **WORKSHOP:**
   A. Master Plan – After review and discussion, Board members made several recommendations. Pat Leach moved to accept the North San Juan Fire Protection District Master Plan DRAFT with the noted corrections, Freya Johnson seconded, motion approved by unanimous vote.

   The group offered their appreciation to Ed for a job well done.

The Master Plan FINAL will be presented to the Board for approval at the June meeting.

B. Board Policy –
   i. Mitigation Fee Refund Policy Draft – Bruce Boyd will draft a copy to present to the Board at the June meeting.
   ii. Social Media Policy Draft – Freya Johnson presented a DRAFT copy to the Board for review. It was agreed that the policy should remain broad. This item will be brought before the Board for approval at the June meeting.
   iii. Electronic Communications Policy Draft – Freya Johnson presented a DRAFT copy to the Board for review. This item will be brought before the Board for approval at the June meeting. Additionally, it will be decided at the June meeting whether or not to use District email accounts for Board members.
   iv. Harassment in the Workplace Policy Draft – It was agreed to adopt as District policy directly from the existing IIPP document. Harassment in the Workplace will reside in the Standard Operating Guidelines.

Bruce Boyd will oversee the Board Policies updates. He asked each Board member to take responsibility for a section in the document.

- Pat Leach – Brown Act
- Bruce Boyd – Bidding
- Bruce Boyd – Ethics
- Bruce Boyd – Contracts, Gen. Admin.

This item will be the topic of the next Workshop Meeting scheduled in October.

7. **NEXT MEETING:** Tuesday, June 27, 2017 at 7:00 PM
8. **ADJOURNMENT:** Meeting adjourned at 8:09 PM.

Kelly Moreno
Kelly Moreno, Board Secretary

5 Ai
Chief's Report
Statistics

NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2017 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	12	16	10	11	16								**65**
Vehicle Accident	2	6	6	1	6								**21**
Fire - Structure	1	2	1	1									**5**
Fire - Wildland				1									**1**
Fire - Structure/Wildland													**0**
Fire - Vehicle	1	1											**2**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check			2		1								**3**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm	4	1	1	2									**8**
Fire - Menace Standby													**0**
Hazard	8	4			2								**14**
Public Assist	3	5	1	1									**10**
Other													**0**
Totals:	**31**	**35**	**21**	**17**	**25**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Previous Years Summaries				
2017	**2016**	**2015**	**2014**	**2013**
65	185	173	167	159
21	42	57	46	36
5	6	9	8	9
1	16	20	10	23
0	0	4	3	0
2	7	6	2	2
0	0	0	0	2
3	11	14	21	11
0	2	14	6	11
0	1	3	0	0
8	9	11	7	7
0	2	0	1	1
14	5	3	2	1
10	14	16	18	14
0	6	18	2	3
129	**306**	**348**	**293**	**279**

2017 Monthly Totals:	31	35	21	17	25	0	0	0	0	0	0	0	**129**
2016 Monthly Totals:	21	13	25	24	25	34	30	36	23	31	21	23	**306**
2015 Monthly Totals:	23	28	27	27	27	37	33	27	39	33	24	23	**348**
2014 Monthly Totals:	18	17	27	29	19	33	26	32	24	24	21	23	**293**
2013 Monthly Totals:	17	25	24	21	22	26	34	25	21	15	25	24	**279**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4	4	5	5	5								**23**
Special Training				1	2								**3**
External Training													**0**
Work Party				1	1								**2**
Public Education		1											**1**
Public Service													**0**
Totals:	**4**	**5**	**5**	**7**	**8**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2017 Monthly Totals:	5	1	3	3	2								**14**
2016 Monthly Totals:	1	2	1	3	4	2	12	12	6	7	2	3	**55**
2015 Monthly Totals:	1	5	4	6	3	2	8	7	3	9	7	1	**56**
2014 Monthly Totals:	1	3	1	1	4	2	3	3	2	1	1	4	**26**
2013 Monthly Totals:	2	1	2	4	7	5	3	5	5	3	1	1	**39**

NSJFPD INCIDENT RESPONSE DETAIL - May 2017

Date	ER Type	Location	Minutes	Number of Personnel	Notes	Out of District	Response Time
5/2	MA		26	2	Canceled		
5/3	HAZ		67	5	Traffic Control - Diesel Spill		1
5/5	MA		57	3	SNMH Transport		16
5/8	VA		5	3	Canceled		
5/8	VA		67	3	SNMH Transport	*	20
5/11	MA		52	3	SNMH Transport		14
5/11	MA		27	5	SNMH Transport		13
5/11	MA		35	4	SNMH Transport		7
5/12	MA		45	2	Medic 44 Transport		9
5/13	MA		34	3	SNMH Transport		
5/13	VA		62	6	SNMH Transport		7
5/14	VA		3	2	Canceled		
5/15	HAZ		38	4	Fuel Spill Clean-up		6
5/19	MA		54	3	SNMH Transport		9
5/19	VA		54	5	Refused Transport - AMA		13
5/20	VA		21	5	Canceled		
5/21	MA		40	4	Unable To Locate		
5/21	MA		64	7	SNMH Transport		25
5/21	MA		62	4	Mutual Aid to PV	*	17
5/21	MA		42	4	SNMH Transport		13
5/23	MA		3	5	Canceled		
5/24	MA		179	8	SNMH Transport		30
5/25	MA		41	3	No Transport Required		6
5/26	FSC		27	4	False Alarm		11
5/28	MA		57	3	SNMH Transport		10

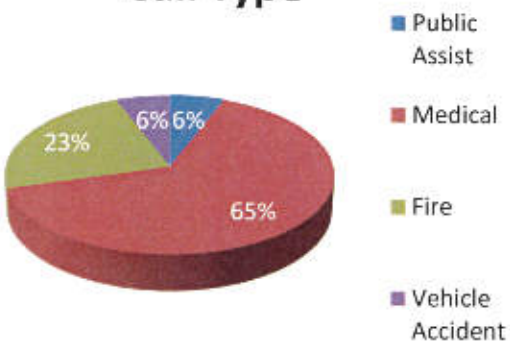
Total Calls:	**25**
Total Man Hours:	**1936.67**
Average FF/Call:	**4.0**

NSJFPD INCIDENT RESPONSE DETAIL - April 2017

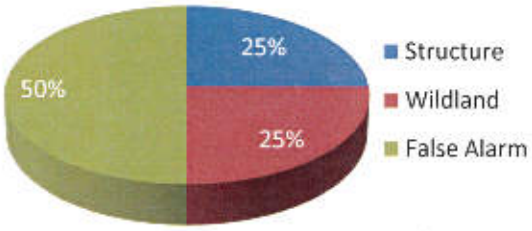
Date	ER Type	Location	Minutes	Personnel Responding	Notes	Out of District Responses	Response Time
4/3	VA		14	3	Unable To Locate	*	
4/5	FW		239	7	Contained/Extinguished	*	17
4/10	FS		271	8	Fully Involved	*	27
4/11	MA		219	2	SNMH Transport		44
4/12	MA		57	3	SNMH Transport		20
4/12	MA		52	2	SNMH Transport		9
4/12	MA		7	3	SNMH Transport		7
4/13	PA		33	3	CHP Transport		8
4/13	FFA		3	3	False Alarm		
4/19	MA		73	4	Refused Transport - AMA		9
4/20	MA		78	3	SNMH Transport		10
4/21	MA		28	2	SNMH Transport		8
4/22	MA		44	4	Canceled		
4/25	MA		21	3	Canceled		6
4/28	FFA		3	2	False Alarm		
4/28	MA		59	2	SNMH Transport		5
4/29	MA		14	2	Canceled		
					Total Calls:	**17**	
					Total Man Hours:	**1134.00**	
					Average FF/Call:	**3.3**	

North San Juan Fire Department
Call Detail for April 2017

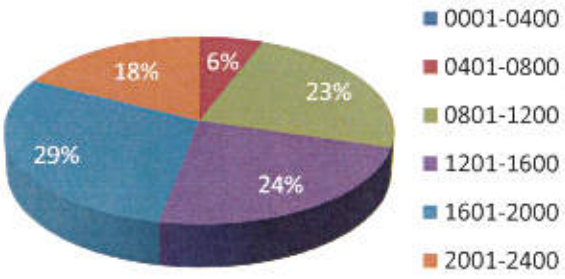
Call Type



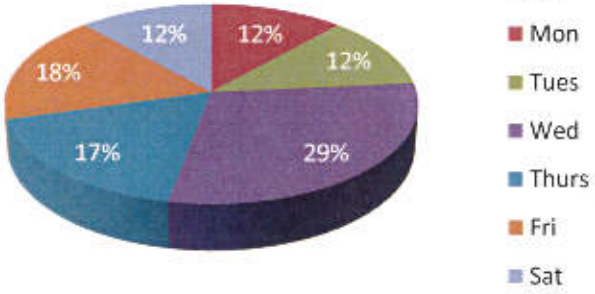
Fire Type



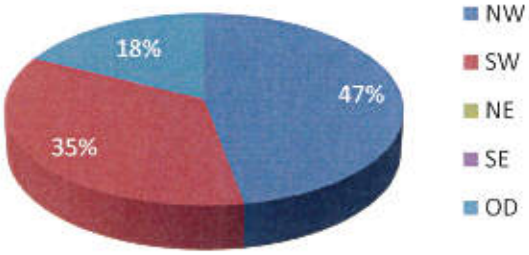
Time of Day

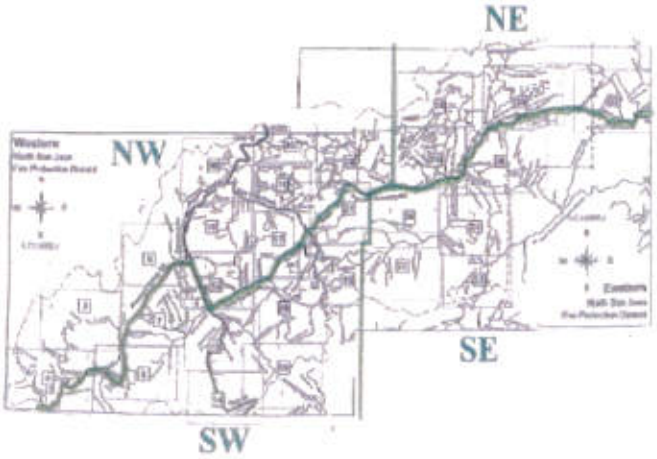


Day of Week



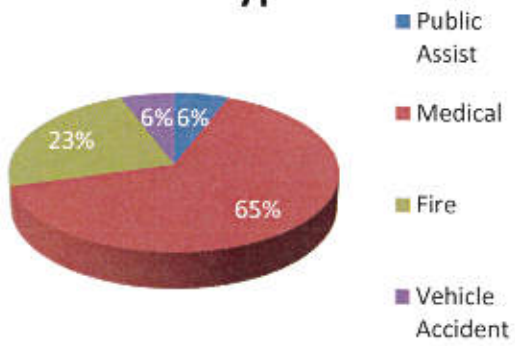
District Area



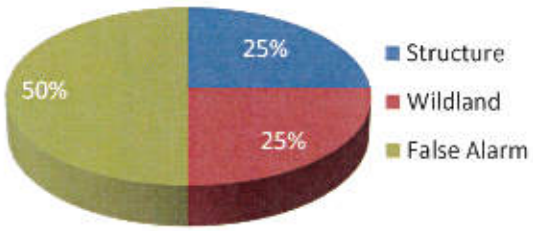


North San Juan Fire Department
Call Detail for May 2017

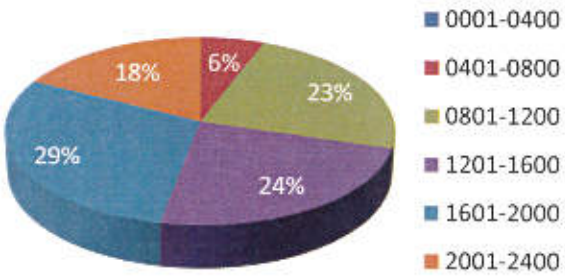
Call Type



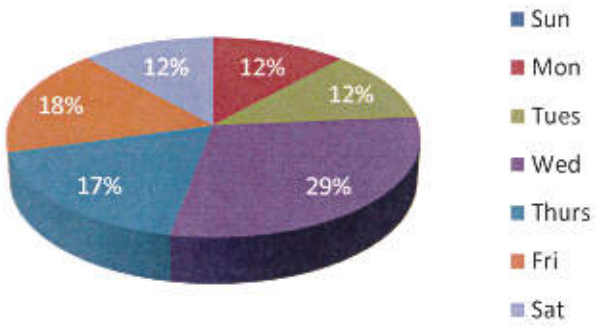
Fire Type



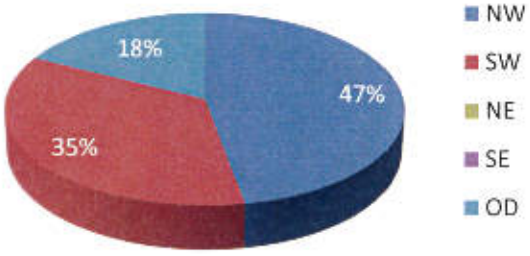
Time of Day

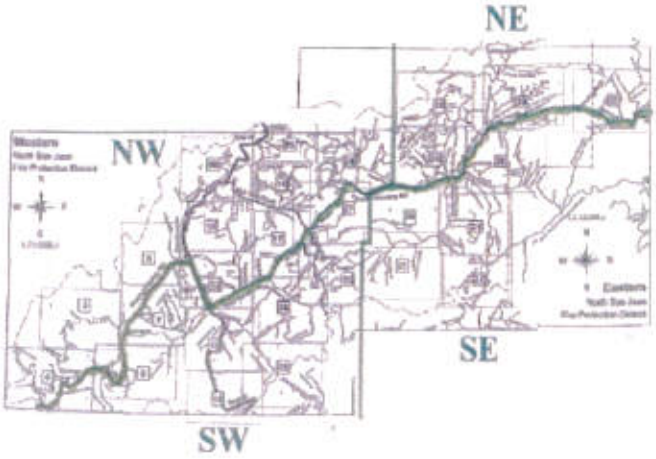


Day of Week



District Area





5 Bi
Donations

DONATIONS

April 2017

CASH DONATIONS:		In Kind	Cash
Arlo Acton/Robyn Martin			$2,000.00
	Total In Kind Donations:	**$0.00**	
	Total Cash Donations:		**$2,000.00**
	Total Donations:		**$2,000.00**

DONATIONS

May 2017

CASH DONATIONS:		In Kind	Cash
	Total In Kind Donations:	$0.00	
	Total Cash Donations:		$0.00
	Total Donations:		$0.00

5 Bii
Financials

COUNTY TREASURY FUNDS MONTHLY REPORT

As of April 30, 2017

	GENERAL	MITIGATION	MEASURE Q
Beginning Balance	$ 160,285.47	$ 2,968.33	$ 119,391.32
Revenue	$ 96,665.51		$ 39,055.52
Expenditure	$ 38,066.99		
BALANCE	$218,883.99	$ 2,968.33	$ 158,446.84

NOTES

GENERAL FUND REVENUE: Donations, Interest, taxes, strike team
GENERAL FUND EXPENDITURES: A/P, Taxes, Strike team

MITIGATION AB 1600 REVENUE - No Activity
MITIGATION AB 1600 EXPENDITURES: None

MEASURE Q REVENUE: Taxes
MEASURE Q EXPENSE - None

NORTH SAN JUAN FIRE DISTRICT
Cash On Hand
As of April 30, 2017

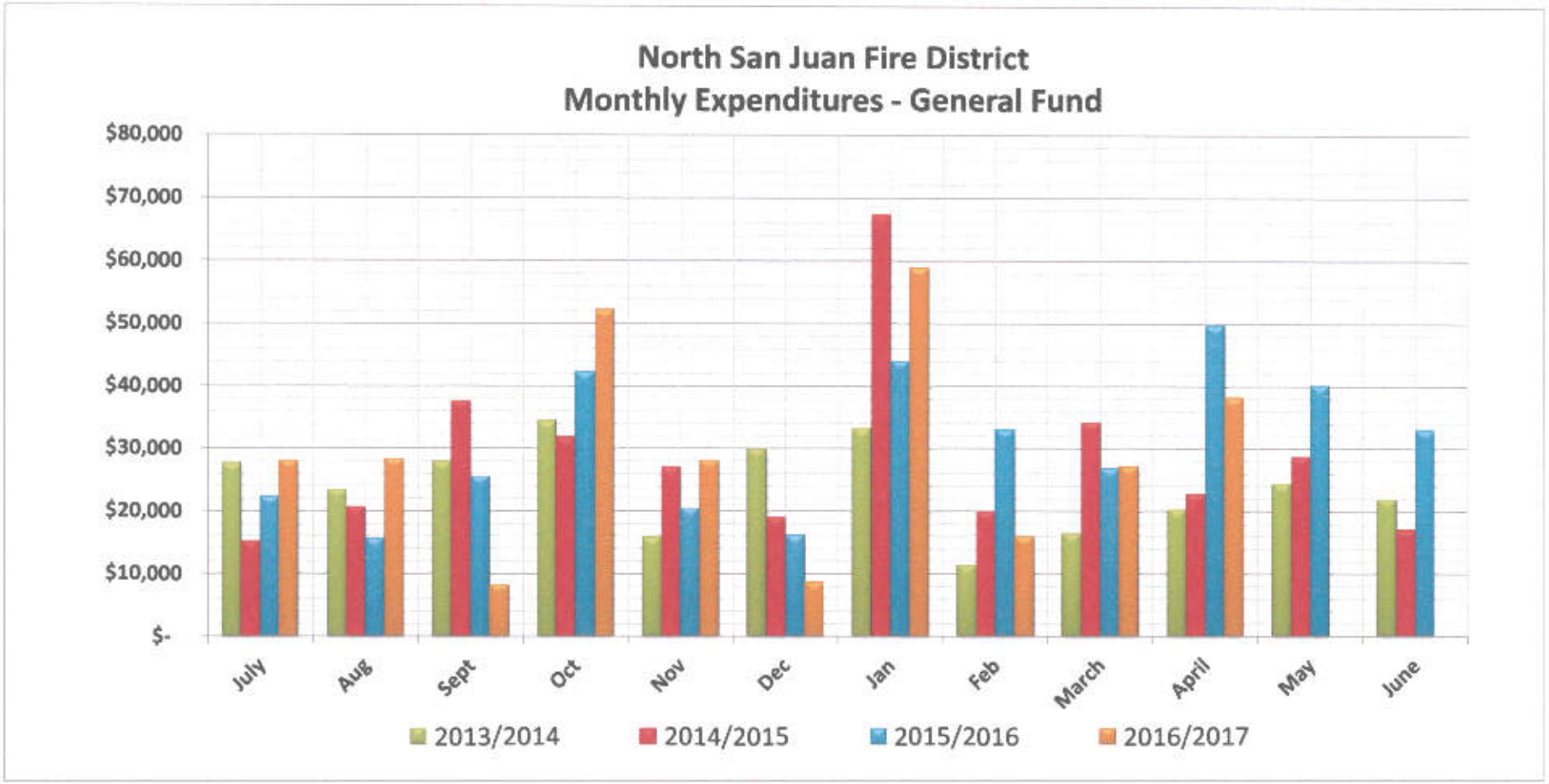
	Apr 30, 2017
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	$ 356.56
10717 · Measure Q - Nevada County (Measure Q Fund 6717)	$ 158,446.84
10720 · General Fund - Nevada County	$ 218,883.99
10777 · Mitigation Fund - Nevada County (Established August 19. 1992)	$ 2,968.33
TOTAL ASSETS	$ 380,655.72

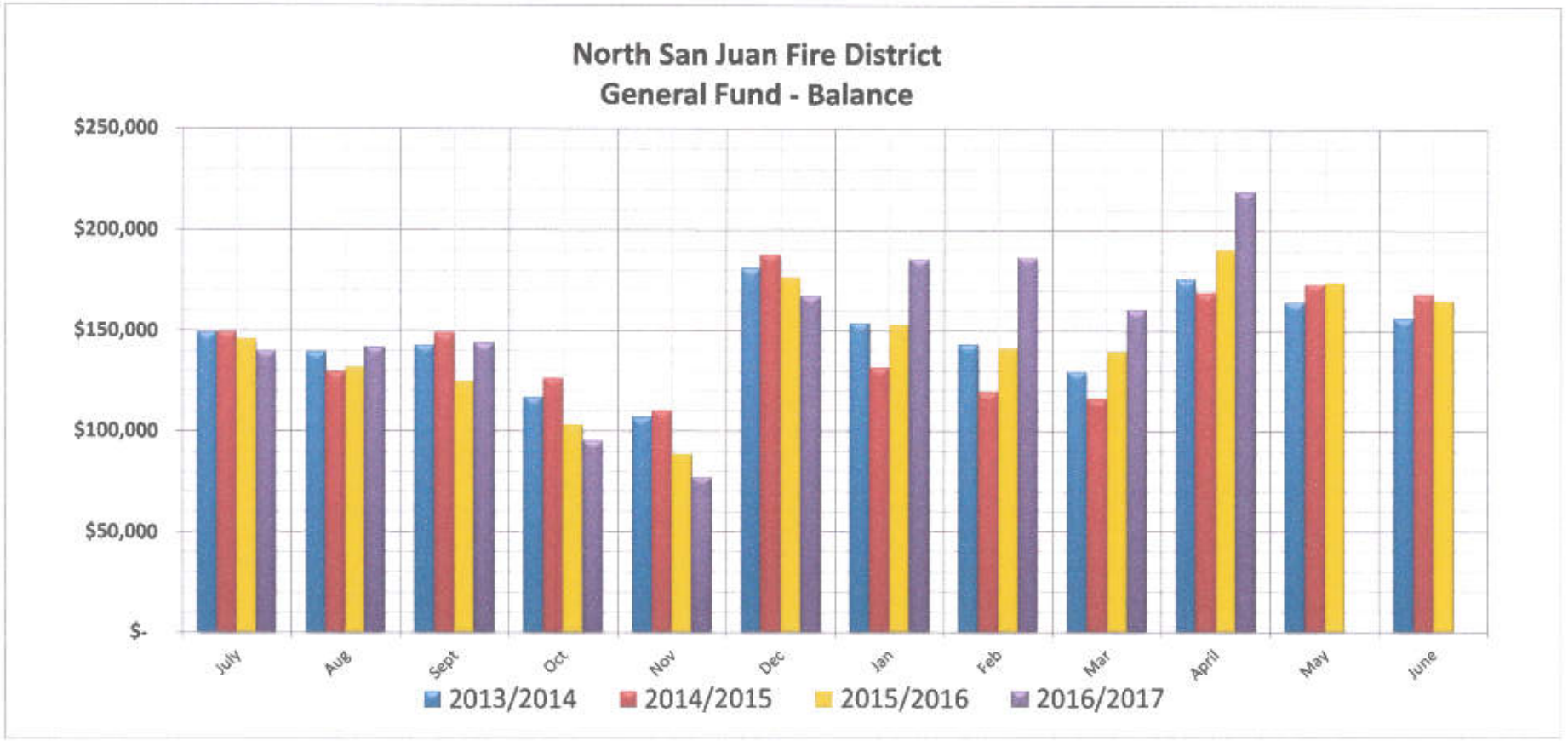
NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - Tri-Counties Bank
April 2017

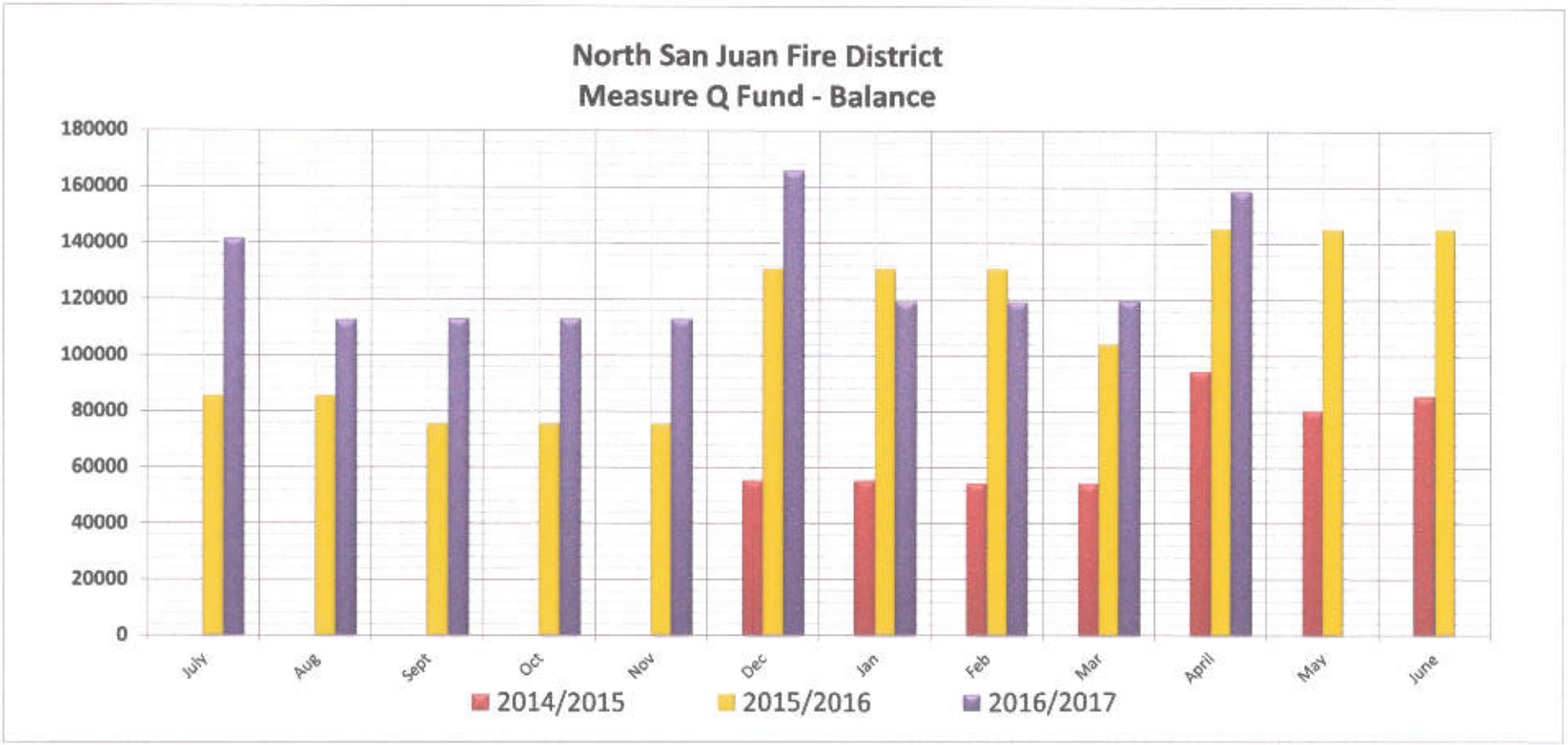
Date	Name	Memo	Amount
4/1/17	Leaf Commercial	Lease	71.12

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
April 2017

Date	Name	Memo	Amount
04/03/2017	EDD	State Taxes	-328.35
04/03/2017	EDD	State Taxes	-1,134.38
04/10/2017		Strike Team	-12,955.70
04/14/2017	FASIS	Workers Comp Fourth Qtr 2016-2017	-4,517.00
04/14/2017	Postmaster - North San Juan	Annual Box Rent	-116.00
04/14/2017	Plaza Tire	Maintenance #6132	-54.15
04/14/2017	PG&E Station #1	Electric service	-110.13
04/14/2017	PG&E Station #3	Electric service	-196.37
04/14/2017	Riebes Auto Parts	Maintenance	-29.10
04/14/2017	Northern Sierra Propane	Propane	-165.27
04/14/2017	Winter Design Group	Web Site Maintenance	-14.17
04/14/2017	Colantuono, Highsmith & Whatley, PC	Consultation re Brown Act	-280.00
04/17/2017		Paid Call	-948.14
04/17/2017		Paid Call	-944.16
04/17/2017		paid Call	-492.03
04/17/2017		Paid Call	-738.77
04/17/2017		Paid Call	-826.83
04/17/2017		Paid Call	-416.15
04/17/2017		paid Call	-839.43
04/17/2017		Paid Call	-804.57
04/17/2017		Paid Call	-1,301.34
04/17/2017		Paid Call	-82.83
04/17/2017		Paid Call	-192.39
04/17/2017		Paid Call	-548.96
04/17/2017		Paid Call	-89.73
04/17/2017		Paid Call	-1,171.93
04/20/2017	Sierra Family Medical Clinic	Medical testing	-85.00
04/20/2017	SPD Saw Shop	Maintenance	-16.31
04/20/2017	AT&T CALNET 3	Telephone service	-198.28
04/20/2017	FF Lingen, Doug (reim)	Vehicle Use - GAP Incident	-604.80
04/03/2017	Internal Revenue Service	Federal taxes	-2,718.60
04/20/2017	FDAC EBA	Insurance	-69.90
04/14/2017	Boyett Petroleum	Fuel	-171.12
04/30/2017	Combined payroll	Combined Payroll	4,941.54
04/19/2017	Riley, Robert R	Training	-138.52


North San Juan Fire District
Monthly Expenditures - General Fund
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
2013/2014
2014/2015
2015/2016
2016/2017


North San Juan Fire District
General Fund - Balance
$250,000
$200,000
$150,000
$100,000
$50,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
May
June
2013/2014
2014/2015
2015/2016
2016/2017


North San Juan Fire District
Measure Q Fund - Balance
180000
160000
140000
120000
100000
80000
60000
40000
20000
0
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
May
June
2014/2015
2015/2016
2016/2017

COUNTY TREASURY FUNDS MONTHLY REPORT

As of May 31, 2017

	GENERAL	MITIGATION	MEASURE Q
Beginning Balance	$ 218,883.99	$ 2,968.33	$ 158,446.84
Revenue	$ 56,555.90		
Expenditure	$ 47,333.34	$ 270.26	
BALANCE	$228,106.55	$ 2,698.07	$ 158,446.84

NOTES

GENERAL FUND REVENUE: Donations, Interest, taxes, strike team
GENERAL FUND EXPENDITURES: A/P, Taxes, Strike team

MITIGATION AB 1600 REVENUE - No Activity
MITIGATION AB 1600 EXPENDITURES: None

MEASURE Q REVENUE: No Activity
MEASURE Q EXPENSE - None

NORTH SAN JUAN FIRE DISTRICT
CASH ON HAND
As of May 31, 2017

	May 31, 2017
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	$ 284.84
10717 · Measure Q - Nevada County	$ 158,446.84
10720 · General Fund - Nevada County	$ 228,106.55
10777 · Mitigation Fund - Nevada County	$ 2,698.07
Total Checking/Savings	$ 389,536.30
Total Current Assets	$ 389,536.30

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - Tri-Counties Bank
May 2017

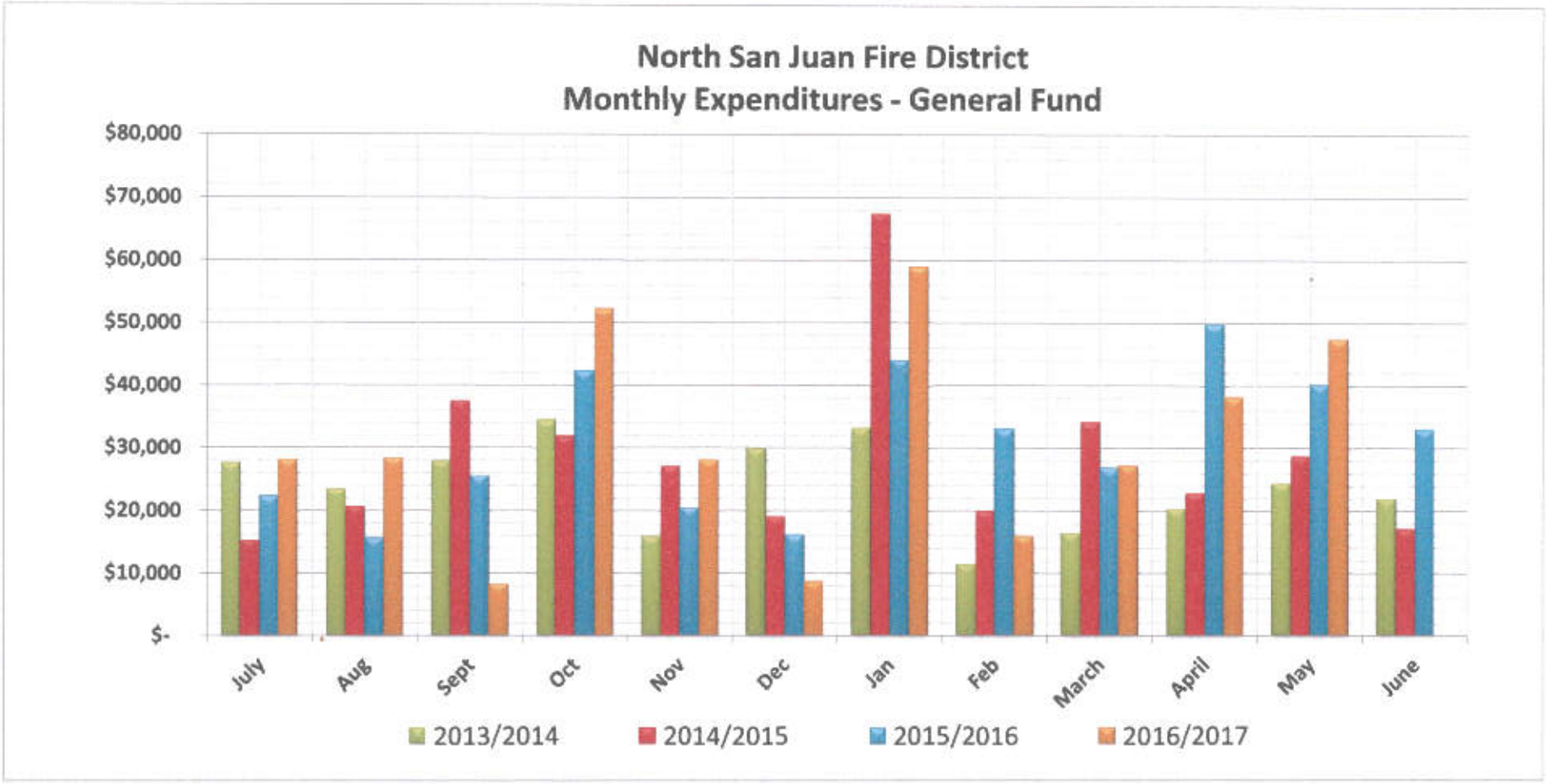
Date	Name	Memo	Amount
05/01/17	Leaf Commercial	Lease Payment	71.72

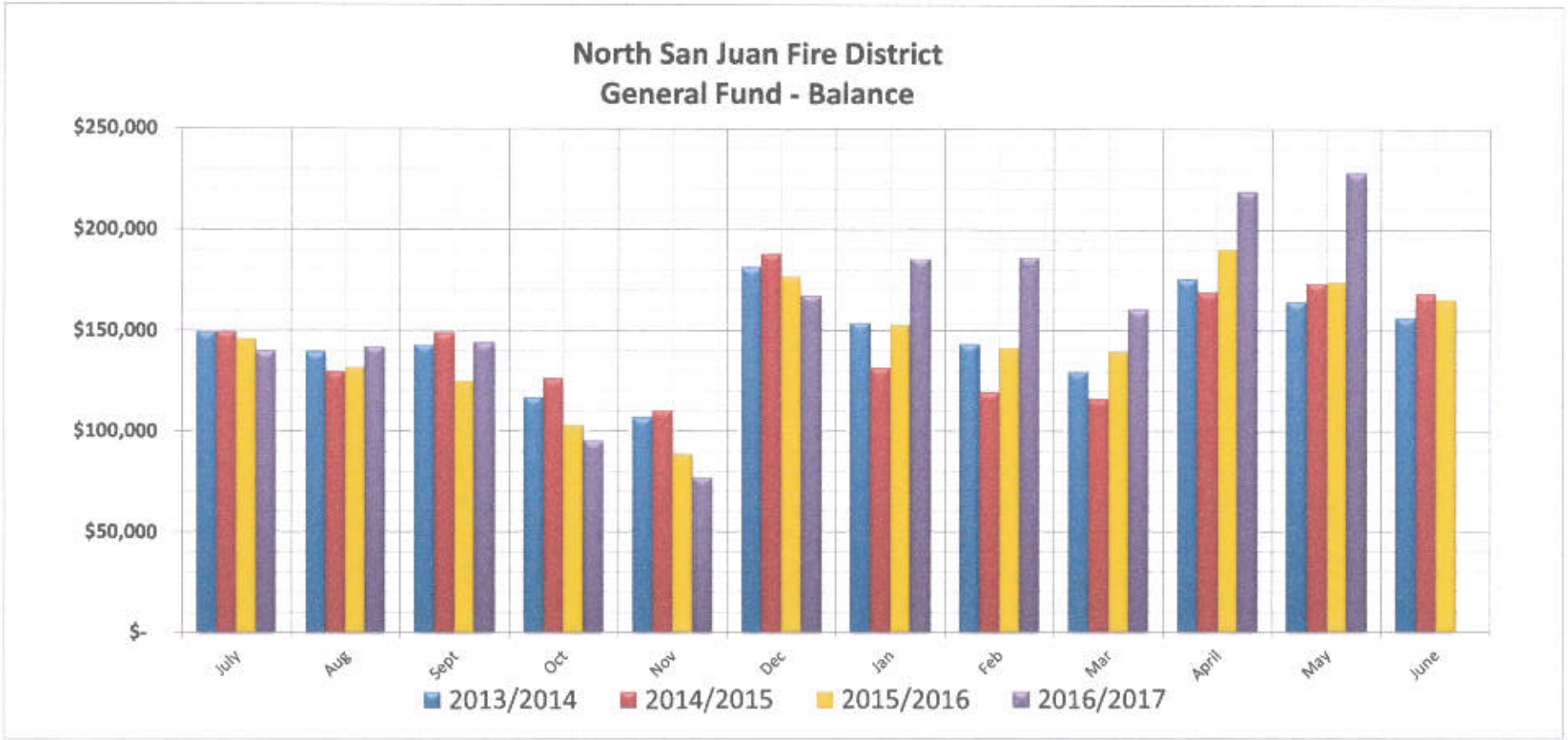
NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
May 2017

Date	Name	Memo	Amount
05/01/2017	Gold Country Copier,Inc.	Color copies	-31.28
05/01/2017	Plaza Tire	Change Over Snow/Studded Tires	-69.95
05/01/2017	FF Castiglioni, Paul (reim)	Mileage	-249.48
05/01/2017	FF Mead, Rich(reim)	First Quarter Mileage - 2017	-185.11
05/01/2017	FF Johnson, Boyd (reim)	First Quarter Mileage - 2017	-95.04
05/01/2017	Wind, Rachel	Cleaning - March 20 & April 18th	-120.00
05/01/2017	All Season Awards	Board Name Plate	-12.73
05/01/2017	ACC Business	Broadband service	-786.16
05/01/2017	Gold Country Window Cleaning	Window cleaning	-258.00
05/01/2017	FF St John, Lebin (reim)	First Quarter Mileage - 2017	-95.04
05/01/2017	FF Collings, Graham (reim)	First Quarter Mileage - 2017	-304.99
05/01/2017	FF Thorley, Julia (reim)	First Quarter Mileage - 2017	-190.08
05/15/2017	B & C True Value	Maintenance	-90.34
05/15/2017	L.N. Curtis & Sons	Equipment	-785.41
05/15/2017	Gold Country Copier,Inc.	Color copies	-31.28
05/15/2017	PG&E Station #1	Electric service	-89.88
05/15/2017	PG&E Station #3	Electric service	-217.38
05/15/2017	Northern Sierra Propane	Propane	-185.35
05/15/2017	Bryan's Heating & Air Conditioning	Heating system service & repair	-325.00
05/15/2017	FF Castiglioni, Paul (reim)	Dump fee	-10.59
05/15/2017	US Bank	Cal-Card (see report)	-2,259.73
05/15/2017	FF Browning, Tom (reim)	First quarter Mileage	-126.79
05/15/2017	Mulligan, Margaret	Cleaning	-100.00
05/15/2017	FF Crouthamel, Jonathan (reim)	First Quarter Mileage	-91.80
05/15/2017	FF Roland, Mark (reim)	First quarter Mileage	-78.95
05/15/2017	FF Collings, Graham (reim)	Radio repair	-5.46
05/15/2017	FF Van Order, Nate (reim)	First Quarter Mileage	-121.18
05/18/2017	Department of Forestry & Fire	Dispatch Fees 3rd & 4th Quarter	-4,823.60
05/18/2017	Pat Leach	Postage - Newsletter	-329.97
05/18/2017	FF Van Order, Nate (reim)	Live Scan	-70.75
05/18/2017	Heaney, Carole	Newsletter printing	-958.56
05/18/2017	D&D Gutters	Gutter repair/replacement station #3	-1,533.50
05/08/2017	Internal Revenue Service	Federal taxes	-7,219.32
05/15/2017	Flores, Angela M	NFIRS data entry	-429.42
05/01/2017	FF Olson, Shawn	Maintenance	-300.00
05/01/2017	Boyett Petroleum	Fuel	-221.93
05/15/2017	FF Flores, Angela (reim)1	1st Quarter Mileage - 2017	-64.80
05/15/2017	Full Spectrum Computer Services	Annual web site fee	-50.00
05/15/2017	Boyett Petroleum	Fuel	-198.73
05/18/2017	FF Flores, Angela (reim)1	EMT Re-Cert	-68.00
05/18/2017	Boyett Petroleum	Fuel	-233.32
05/18/2017	FDAC EBA	Insurance	-45.68
05/08/2017		Strike Team	-23,730.24
05/22/2017	Riley, Robert R	Training	-138.52

NORTH SAN JUAN FIRE DISTRICT
Cal-Card Expense
As of May 31, 2017

Date	Name	Memo	Amount
03/28/2017	PayPal MCL	SSVEMS	$ 106.00
03/28/2017	PayPal MCL	Ananda Fitness Center - 3 Memberships	$ 225.00
04/03/2017	PayPal MCL	Honda Generator for 6186	$ 450.00
04/03/2017	Amazon.Com	Swamp Cooler for station #1	$ 540.18
04/04/2017	Pay Pal Digital River	VPN Network	$ 59.99
04/08/2017	Verizon Wireless	Cell service	$ 28.80
04/13/2017	Code 42	Software	$ 13.99
04/14/2017	UPS Store - Grass Valley	Background check EMT	$ 70.75
04/17/2017	Ridge Rock Quarry (v)	Rock for station #1	$ 150.71
04/17/2017	Ridge Rock Quarry (v)	Rock for station #1	$ 163.32
04/17/2017	Ridge Rock Quarry (v)	Rock for station #2	$ 157.56
04/17/2017	Ridge Rock Quarry (v)	Rock for station #2	$ 148.22
04/17/2017	Amazon.Com	Office supplies	$ 22.68
04/18/2017	Dish Network	Satellite service	$ 122.53
			$ 2,259.73
TOTAL			$ 2,259.73


North San Juan Fire District
Monthly Expenditures - General Fund
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
March
April
May
June
2013/2014
2014/2015
2015/2016
2016/2017


North San Juan Fire District
General Fund - Balance
$250,000
$200,000
$150,000
$100,000
$50,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
May
June
2013/2014
2014/2015
2015/2016
2016/2017

5 Biii
Preliminary Budget

NORTH SAN JUAN FIRE PROTECTION DISTRICT
GENERAL FUND
PRELIMINARY BUDGET
2017 - 2018

REVENUE

General Fund

40010	Current Secured Tax	133,500
40030	Current Unsecured Tax	2,300
40040	Prior Unsecured Tax	40
40170	Supplemental Secured Tax	1,800
40180	Supplemental Unsecured Tax	20
	Total Taxes	**$137,660**
43010	Interest Revenue General Fund	2,000
44190	Homeowners Exemption Reimb	1,200
44960	Prop 172 Public Safety	22,000
45170	Fire Parcel Tax	40,000
46200	Miscellaneous Revenue	112,050
46574	NSJFPD Auxiliary	5,000
46275	Cost Recovery	1,000
	Total Other	**$183,250**
	Estimated General Fund Revenue	**$320,910**

EXPENSE

General Fund

NORTH SAN JUAN FIRE PROTECTION DISTRICT
GENERAL FUND
PRELIMINARY BUDGET
2017-2018

Class I Personnel

61100	Permanent Salaries		65,000
61110	Employer tax expense		16,000
61300	Volunteer Paid Call Reimb		10,000
61310	Volunteer Incentive Program		9,000
61305	Officer Incentive		2,000
61400	Worker's Comp & Life Insurance		18,000
		Total	**$120,000**

Class II Operations

61330	Firefighter Physicals	1,000
61350	Strike Team Payments	60,000
62200	Clothing & Personnel Equipment	6,000
62225	Personnel Protective Equipment	3,000
62300	Dispatch Fees	10,000
62350	Engine & Fire Fighting Supplies	7,000
62375	Equipment (non-fire fighting)	2,000
62400	Communication Equipment	3,000
62500	Fire Prevention PR	3,000
62550	Food Supplies	300
62600	Fuel - Engines	5,000
62700	Facility Cleaning & Supplies	2,000
62750	Insurance - Buildings & Vehicles	10,700
62800	Membership & Subscriptions	2,400
62810	Recognition and Awards	1,500
62850	Medical Supplies	5,000
62900	Office Supplies	2,000
62905	Office Equipment Purchase	1,000
62910	Office Equipment Maintenance	1,000
62950	Fees	1,440
63000	Nevada County Services	5,000
63050	Professional Services	9,650
63400	Transportation & Travel	240

NORTH SAN JUAN FIRE PROTECTION DISTRICT
GENERAL FUND
PRELIMINARY BUDGET
2017 - 2018

63500	Utilities		17,492
63701	Structure Maintenance		6,500
63703	Maintenance of Grounds		5,000
63705	Equipment Maintenance		3,600
63706	Engine Maintenance		6,429
63707	Annual Equipment Maintenance		2,400
63710	Grounds Improvements (major)		5,500
63800	Training & Materials		2,540
		Total	**$191,691**
Class III --Restricted Expense			
64200	Debt Payment (see AB1600)		8,781
64300	Interest on Debt		438
		Total	$9,219
	TOTAL EXPENSES ESTIMATED	**$**	**320,910**
70000	Contingency Fund (10% of GF)	**$**	**32,091**

BUDGET RECAP

Estimated Beginning Balance July 1, 2017	$	190,000
Restricted Capital Fund	$	68,083
Restricted Contingency Fund	$	32,091
Estimated Revenue		$320,910
Estimated Expenses	$	320,910
Surplus/Deficit	$	-
Capital Fund Expenses:	Refer Appendix A	
Estimated Cash Balance June 30, 2018	$	170,000
Restricted Capital Fund	$	68,083

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MITIGATION FUND (AB1600)

PRELIMINARY BUDGET
2017 - 2018

GL Acct #	Description	Subtotal	Total
REVENUE			
43010MI	Interest	$ 140	
46200MI	Revenue	$ 9,600	
	ESTIMATED REVENUE		**$ 9,740**
EXPENSES			
64200	Debt Service - ex general fund	0	
64300	Debt Service - Interest	$ 438	
80000	Debt Service - AB1600	$ 8,781	
	TOTAL EXPENSES		**$ 9,219**

Beginning Cash July 1, 2017		$ 2,698
Estimated Revenue	$ 9,740	
Estimated Less Expenses	$ 9,219	
Excess / (Deficit)		$ 521
Estimated Ending Cash Balance June 30, 2018		**$ 3,219**

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MEASURE Q FUND

PRELIMINARY BUDGET
2017 - 2018

REVENUE

80000	Revenue	$ 100,800	
80100	Interest	$ 1,600	
	ESTIMATED REVENUE		**$ 102,400**

EXPENSE

80100	Recruitment and Retention	$ 5,000	
80200	Enhanced EMT Training	$ 11,000	
80300	Firefighter Training	$ 7,200	
80400	Firefighter stipends	$ 30,000	
80420	Equipment	$ 6,000	
80500	Capital Equipment	$ 12,000	
80600	Capital Improvements	$ 15,600	
80700	Administrative	$ 5,740	
80800	Reserve (10%) of Budget	$ 9,860	
	TOTAL EXPENSES		**$ 102,400**

6A
Resolution 2017-03

NORTH SAN JUAN FIRE PROTECTION DISTRICT
COUNTY OF NEVADA, STATE OF CALIFORNIA

Resolution 2017-03

RESOLUTION AUTHORIZING THE NEVADA COUNTY AUDITOR-CONTROLLER TO COLLECT SPECIAL TAXES FOR FISCAL YEAR 2017-18

WHEREAS, the Board of Directors of the North San Juan Fire Protection District did duly adopt a Special Tax pursuant to the provision of Government Code Section 53978, approved by the voters of the District on November 4, 1986; and

WHEREAS, District ordinance 86-2 established the rate of said special tax to be approved by the voters within the district; and

WHEREAS, a Standard Form Tax Collection Services contract dated July 8th, 1996 and approved by District Resolution 96-01 is on file with the County of Nevada; and

WHEREAS, the taxes on each parcel shall be billed on the secured tax roll bills for FY 2017-18; and

WHEREAS, the County of Nevada shall be entitled to deduct the reasonable costs of collection and administration of this Resolution before remitting the tax revenues collected to the District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the North San Juan Fire Protection District Board of Directors hereby requests the County of Nevada authorize the Auditor-Controller to levy and collect special taxes in the same manner as Ad Valorem County Taxes on the secured rolls as set forth in "Exhibit A", attached hereto and made a part hereof.

PASSED AND ADOPTED at a meeting of the Board of Directors of the North San Juan Fire Protection District duly called and held in said District on the 27th day of June 2017, by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: ____

ATTEST:

_____ _____

Bruce E. Boyd, Board Chair Kelly Moreno, Board Secretary

EXHIBIT A

Resolution 2017-03

A special tax in the amount of $27.50 per each improved parcel and $19.50 per each unimproved parcel as shown on the Assessor's Roll of the County of Nevada, shall be collected within the following Tax Area Codes:

68-026 79-005 79-006 79-008 79-011

Excepting the following Assessor's Parcel Numbers, which have been excepted by the Board of Directors pursuant to District Ordinance 87-01:

30-020-09-000	30-020-10-000	30-020-11-000	32-490-18-000
32-500-06-000	32-500-67-000	32-510-03-000	32-510-09-000
32-520-04-000	60-090-52-000	60-280-45-000	60-290-04-000
60-290-05-000	60-300-14-000	60-360-11-000	60-360-22-000
60-370-02-000	60-370-04-000	61-010-01-000	61-250-11-000
62-020-29-000	62-020-31-000	62-030-30-000	

6B
Resolution 2017-04

NORTH SAN JUAN FIRE PROTECTION DISTRICT
COUNTY OF NEVADA, STATE OF CALIFORNIA

Resolution 2017-04

RESOLUTION FOR THE COLLECTION OF A SPECIAL TAX PURSUANT TO NORTH SAN JUAN FIRE PROTECTION DISTRICT RESOLUTION #2014-06 (MEASURE Q) FOR FY 2017-18

WHEREAS, the Board of Directors of the North San Juan Fire Protection District did duly adopt a Special Tax pursuant to the provision of Government Code Section 53978, approved by the voters of the District on June 3, 2014; and

WHEREAS, the Board of Directors of the North San Juan Fire Protection District has passed and adopted Resolution #2014-06, of said District, which provides for the collection of a Special Tax on each taxable entity as defined in Section I of Resolution #2014-06, and to be collected by the Tax Collector of the County of Nevada for FY 2017-18 to meet the emergency medical response and fire protection costs for the North San Juan Fire Protection District community; and

WHEREAS, The North San Juan Fire Protection District has entered into a Standard Form Tax Collection Services contract with the County of Nevada dated July 8th, 1996; and

WHEREAS, the taxes on each parcel shall be billed on the secured tax roll bills for FY 2017-18; and

WHEREAS, the County of Nevada shall be entitled to deduct the reasonable costs of collection and administration of this Resolution before remitting the tax revenues collected to the District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the North San Juan Fire Protection District hereby requests the Nevada County Board of Supervisors to instruct the Auditor-Controller of Nevada County to levy and collect special taxes in the same manner as Ad Valorem County Taxes on the secured rolls as set forth in "Exhibit A", attached hereto and made a part hereof.

PASSED AND ADOPTED at a meeting of the Board of Directors of the North San Juan Fire Protection District duly called and held in said District on the 27th day of June 2017, by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: ____

ATTEST:

_____ _____

Bruce E. Boyd, Board Chair Kelly Moreno, Board Secretary

EXHIBIT A

Resolution 2017-04

Classification of Real Property Residence Equivalent

By Parcel Type

For Fiscal Year 2017-18

Residential Equivalent - $61.50

(Effective July 2017)

Residential

One (1) residence equivalent for first residence/living unit ($61.50);

0.75 residence equivalent for each subsequent residence/living unit on parcel ($46.12)

Commercial

Two (2) residence equivalents per parcel ($123.00)

Industrial

Three (3) residence equivalents per parcel ($184.50)

Vacant / Agricultural / Open Space

0.71 residence equivalent per parcel ($43.66)

Mixed Use – Residential & Commercial

1.6 residence equivalents for combined commercial use and first residence/living unit ($98.40);

0.75 residence equivalents for each subsequent residence/living unit on parcel ($46.12)

6G/6H Electronic Communications Policy

Social Media Policy

1704. STATEMENTS BY BOARD MEMBERS AND DISTRICT PERSONNEL

1. Public Statements - Whenever a Board member, the Fire Chief or Fire Department personnel makes a statement publicly regarding any matter in which the District may be directly or indirectly involved, they shall make a specific disclaimer that he/she is speaking as an individual, unless:

    - He/She has previously been authorized to speak for the Board on that particular matter, or;
    - He/She is stating for informational purposes a previous determined Board action or policy.

    In all cases a Board member shall use discretion in expressing personal opinions (especially if a Board action is in dispute or in the appeal process or in possible litigation matters), recognizing that in the past such opinions, statements and suppositions may have been misunderstood, misused or could reflect in a negative manner on the District Board or Fire Department.

2. Social Media Policy –

    Purpose: The purpose of these guidelines is to regulate the use of social media by the North San Juan Fire Department volunteers, employees and members of the board.

    NSJ Fire Department Social Media:
    NSJ Fire social media sites will not be created without the approval of the NSJ Fire Chief or the NSJ Fire Chief's designee.

    All content posted on NSJ Fire's social media shall be approved by the NSJ Fire Chief or the NSJ Fire Chief's designee.

    Social media content on NSJ Fire social media sites shall adhere to all applicable laws, regulations and policies.

    Personal Social Media:
    Any information, videos, or pictures gathered while on any NSJFD incident shall not be posted or shared in any format by NSJ firefighters or other employees on their personal sites without prior approval from the NSJ Chief, PIO, or their designee. The Fire Chief, Chief Officers, PIO or their designee are allowed to gather pictures, videos, and information on NSJFD incidents to then be sent to the Fire Chief's PIO or other designee to be approved and posted on the fire district's social media. The Fire Chief, Chief Officers, PIO or their designee shall adhere to all applicable laws, regulations, and policies regarding social media posts, shares, and the gathering of photos, videos, and information.

Speech that impairs the performance of NSJFD, undermines discipline and harmony among co-workers, or negatively affects the public perception of NSJFD is prohibited and may be sanctioned.

Social media content shall adhere to all applicable laws, regulations and NSJFD policies.

Guidelines:
Do not share confidential or proprietary information of NSJFD.
Do not violate NSJFD policies and procedures.
Do not display NSJFD logos, uniforms, or similar identifying items without permission from NSJFD Fire Chief or their designee.
Do not publish materials that could reasonably be considered to represent the views or positions of NSJFD without authorization.

Ownership of Data and Monitoring:
NSJFD owns the right to all data files in any NSJFD owned computer, network, cell phone, or other information system.

NSJFD also reserves the right to monitor electronic mail messages and their content created, viewed or accessed on NSJFD computers, networks and cell phones.

All laws, policies, and procedures shall be adhered to when using NSJFD computers, networks, cell phones, or other information systems.

Noncompliance:
Inappropriate use of social media and district-owned electronic devices may result in disciplinary actions, up to and including termination as an employee or volunteer member of NSJFD.

3. Electronic Communications Policy –

As a public agency, the Board of Directors at the North San Juan Fire Protection District is required to consider and create a policy regarding access to electronic communications. This is based on the March 2nd California Supreme Court Ruling in *City of San Jose v. Superior Court,* which concluded that the California Public Records Act applies to electronic communications that public agency officials and employees send on private devices on private accounts. CPRA is the existing law that requires disclosure of public records upon request. A public record "includes [1] any writing [2] containing information relating to the conduct of the public's business [3] prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." (Gov. Code § 6252, subd. (e). The Board of Directors will comply with the California's Supreme Court's ruling by requiring that all electronic communications will be copied to the

District's server, so records requests can be honored without resort to private accounts. This allows for the use of personal devices but requires all electronic communications regarding matters of the board to be done through assigned email accounts specific to board members and then copied to the District's server. We will designate a District staffer to copy a member's District-related emails if their personal account is unintentionally used. To avoid the use of personal accounts to the best of our ability, we will establish email addresses for all District communications. Board members will not discuss matters of the board on social media.