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, February 20, 2018

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 January 23, 2018 Regular Board 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.** January 2018 Statistics 🕮
   - **B.** Treasurer's Report – Ed Beckenbach
     - **i.** Donations 🕮
     - *Action* **ii.** January 2018 Financials: Disbursements, Cash on Hand, Funds Summary 🕮
     - *Action* **iii.** Revised Budget 2017/2018 🕮
     - **iv.** Equipment Lease Pay-off West America Bank
   - **C.** District Manager Report - Tracy Corris
   - **D.** Firefighter Association Report – Shawn Olson
   - **E.** Fire Safe Council Report – Durinda Kelley
   - **F.** Newsletter – Pat Leach
   - **G.** Personnel Committee Report – Freya Johnson
6. **NEW BUSINESS**
   - *Action* **A.** 2018 Board Meeting Dates – Durinda Kelley 🕮
   - *Action* **B.** Chief's Salary Increase – Durinda Kelley
   - *Action* **C.** Board Goals – Durinda Kelley
   - *Action* **D.** Measure Q COLA – Ed Beckenbach
   - **E.** Training Attendance Sign-Up – Durinda Kelley 🕮
   - **F.** Harassment Training Update – Freya Johnson
7. **CLOSED SESSION:** District Secretary Evaluation 🕮
8. **NEXT MEETING:** TBD
9. **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.

3A

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
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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, January 23, 2018
MINUTES

PRESENT: Bruce Boyd, Chair; Durinda Kelley, Vice-Chair; Ed Beckenbach, Treasurer; Pat Leach; Freya Johnson; Jason Flores, Chief; Kelly Moreno, Board Secretary; Tracy Corris, District Manager

ABSENT: All members present.

1. **CALL TO ORDER:** Meeting called to order at 7:02 PM. Roll taken. Five members present, quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:** No public comment.
3. **CONSENT CALENDAR:**
   A. Minutes: Pat Leach moved to approve the November 21, 2017 minutes as presented, Ed Beckenbach seconded, motion passed by unanimous vote.
4. **ANNOUNCEMENTS:** Pat Leach reported that 19 members of the community representing various organization including; Yuba Watershed Institute, San Juan Ridge Taxpayers Association, local schools, and the Family Resource Center met with Sue Hoek (candidate for District 4 Supervisor). At the time we thought she was the only person running for the position and wanted her to get to know us. She engaged every person in the room individually and responded to the needs and concerns of those in attendance. It was a pleasant and intense two hours. Bruce Boyd attended the meeting and spoke about the District's role in the community.

   Grass Valley Police Chief, Alex Gammelgard, submitted a grant proposal in partnership with Western Sierra Medical Clinic, CORR, and Dignity Health to serve the 95945 and 95960 zip codes with their overwhelming need for physical & mental health services. A group of folks in North San Juan are actively working to assist with this project.

   A census of homeless people in the community is scheduled to take place on January 25, 2018 as part of an effort to provide assistance to that demographic . They are off to a good start and we are hopeful they will accomplish their goals.
5. **REPORTS**
   A. Chief's Report –Jason Flores
      i. Statistics – Chief Flores reviewed the incident response statistics for November and December of 2017.

      **Durinda Kelley requested a pie chart indicating the cumulative statistics for the past year.*

ii. Department Goals – Chief Flores reported that we have accomplished a few goals from last year and added a few new ones to the list this year. A list of current goals is posted in the training room at Station #3.

iii. Badge Pinning – Firefighters Graham Collings and Lebin St John received their badge after successful completion of their probationary period, completion of the compliance matrix, and successfully receiving their Volunteer Firefighter Certificate. It's been a pleasure working with them.

Graham Collings shared that it's been a valuable experience, providing valuable experience and an opportunity to learn a lot.

iv. New Firefighter Introduction – Chief Flores introduced Kritters Blevins, and welcomed them to the Department. They recently completed the EMT program and are a very enthusiastic addition to the department. Kritters addressed the Board to share that they are fairly new to the community, work at Mountain Bounty Farms, and that they are gender non-binary preferring the pronouns they/them. Kritters acknowledged that this may be a challenging concept and appreciates any effort put forth in that regard.

B. Treasurer's Report – Ed Beckenbach

i. Donations – We are continually appreciative of every donation received. During the current reporting period (November and December 2017) we received donations in memoriam of Roger Isaac , an extended family member of firefighter Lebin St John. We send condolences to the family on behalf of the District.

ii. November and December 2017 Financials – With no questions or concerns voiced, Ed Beckenbach moved to accept the November 2017 Financials as presented, Durinda Kelley seconded, motion passed by unanimous vote. Additionally, Ed Beckenbach moved to accept the December 2017 financials as presented, Pat Leach seconded, motion passed by unanimous vote.

Ed called attention to the large dollar amount paid out for Strike Team expenses and expressed appreciation for our o contribution toward saving our state on the large fires we experienced in December. It provides valuable experience and an opportunity to earn additional income for our firefighters.

Firefighter Shawn Olson expressed that the experience and training received on a Strike team is priceless.

Bruce Boyd added that he appreciates that we have well-trained, qualified firefighters to send out on Strike Teams. We have a reputation throughout the region for the quality of training our firefighters receive.

iii. Year-To-Date Budget vs. Actual – Ed Beckenbach moved to approve the Year-To-Date vs. Actual with the changes noted, Pat Leach seconded, motion approved by unanimous vote.

iv. Audit Report – Tracy Corris reported that the audit returned with only one finding; revenue was received in one fiscal year while the corresponding

expense was made in different fiscal year. The document has been submitted to the State and County Controller offices as required.

C. Ananda Station Report - Peter Goering reported that the Ananda master plan including a garage for NSJFPD equipment was approved. They have not submitted for a permit yet but plan to do so this year and hope to have the project completed within a year. In the interim, they do have some shared storage space that they've made available if needed. *Peter requested we provide a letter to Ananda reflecting this communication.

Boyd Johnson suggested we store the snowmobile as soon as space is available. Chief Flores proposed a site visit.

Bruce Boyd thanked Peter and Ananda for being a good neighbor.

D. District Manager's Report – Tracy Corris
   - We received $560 in cost recovery last month. This is a valuable resource that we need to continue to take advantage of.
   - We paid the County $2,752 in administrative fees to manage our account plus an additional $2,067 in direct charge fees for transactions.

E. Firefighter Association Report – Shawn Olson
   - The first Association meeting will be held February 21, 2018 and hope to have participation from the new firefighters as well as elect a new slate of officers.
   - We are in communication with the Rough & Ready Chief regarding inter-agency training, hoping to expand relationships.

F. LAFCo Report – Ed Beckenbach reported that the January LAFCo meeting was canceled.

Ed presented a welcome letter to send to property owners and residents in the newly annexed region. We will add these names and addresses to our mailing list for the newsletter.

6. NEW BUSINESS:

A. Annual Board Organization

i. Election of Officers for 2018 – Bruce Boyd addressed the Board to confirm that we typically hold positions for two years and confirmed that each officer was willing to continue on in their current positions for another year. With everyone in agreement it was decided to dispense with election of officers until next January.

ii. Appointment of those authorized to sign warrant requests – The Board agreed to leave authorization to sign warrant requests as it currently stands.

iii. Appointment of those authorized to sign checks - The Board agreed to leave authorization to sign checks as it currently stands.

iv. Finance Committee membership – The Board agreed that the Finance Committee membership will include: Pat Leach, Chief Flores (or Battalion Chiefs in his absence), Carole Chadima, Ed Beckenbach, and Tracy Corris.

v. Personnel Committee membership – The Board agreed that the Personnel Committee will include: Bruce Boyd, Chief Flores (or Battalion Chiefs in his absence), Kelly Moreno, and Freya Johnson.

vi. Selection of representative and alternate to Nevada County Fire Agency (NCFA) – Durinda Kelley will serve as representative and Pat Leach will serve as alternate to Nevada County Fire Agency (NCFA).

vii. Selection of representative to LAFCo – Ed Beckenbach will continue to serve as representative to LAFCo.

viii. Selection of Board member liaison to Fire Safe Council – Durinda Kelley will continue to serve as liaison to Fire Safe Council.

ix. Selection of Newsletter editor – Pat Leach will continue on as newsletter editor.

*Have copies of the newsletter available at the Scotch Broom Breakfast. *Send Pat Leach the new District boundary maps. *Add The Union, YubaNet, and Sue Hoek to the mailing list. *Include instruction to call 911, rather than the District Office, in the case of emergencies.

x. Setting of regular Board meeting dates -Tracy Corris suggested that we change the Board meeting dates from the fourth Tuesday of each month to the third Tuesday. This would be helpful in regard to the accounting cycles. The Board will revisit this item at the February meeting after communication with Battalion Chief, Tom Browning regarding his availability.

7. **CLOSED SESSION:** Regular Session ended at 8:24 PM.
   A. Fire Chief's Evaluation – Closed Session called to order at 8:30 PM. Closed Session adjourned at 9:21 PM. There were no actionable items discussed during closed session.
8. **NEXT MEETING:** February 20, 2018 @ 7:00 PM
9. **ADJOURNMENT:** Meeting adjourned at 9:22 PM.

Kelly Moreno

Kelly Moreno, Board Secretary

5A i.

Statistics

NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2018 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	13												**13**
Vehicle Accident													**0**
Fire - Structure	4												**4**
Fire - Wildland													**0**
Fire - Structure/Wildland													**0**
Fire - Vehicle													**0**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check													**0**
Fire - Debris Check	4												**4**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard													**0**
Public Assist	2												**2**
Other	1												**1**
Totals:	**24**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1**

Previous Years Summaries				
2018	**2017**	**2016**	**2015**	**2014**
13	181	185	173	167
0	54	42	57	46
4	8	6	9	8
0	21	16	20	10
0	0	0	4	3
0	4	7	6	2
0	0	0	0	0
0	4	11	14	21
4	8	2	14	6
0	0	1	3	0
0	8	9	11	7
0	1	2	0	1
0	16	5	3	2
2	14	14	16	18
1	0	6	18	2
24	**319**	**306**	**348**	**293**

2018Monthly Totals:	24	0	0	0	0	0	0	0	0	0	0	0	**24**
2017 Monthly Totals:	31	35	21	17	25	33	51	40	34	32	0	0	**319**
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**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	5												**5**
Special Training													**0**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2018 Monthly Totals	3												
2017 Monthly Totals:	5	1	3	3	2	7	18	4	4	6			**53**
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**

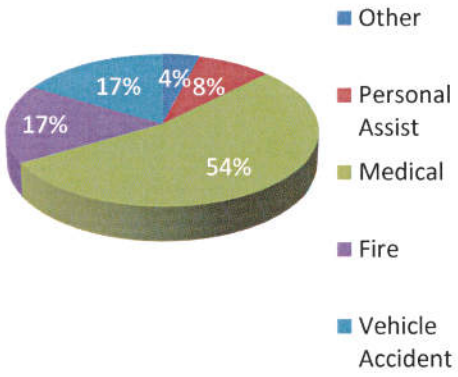
NSJFPD INCIDENT RESPONSE DETAIL - January 2018

Date	Call Type	Location	Mins.	# of FFs	Notes	Out of District	Response Time
1/1	MA		35	2	SNMH Transport		5
1/1	MA		36	3	SNMH Transport		8
1/2	DSC		19	3	Burn Pile Extinguished		
1/2	MA		54	2	SNMH Transport		7
1/3	DSC		44	3	Fire Pit - Extinguished		
1/3	VA		98	4	CHP		12
1/3	FSC		80	5	Burn Pile Extinguished		8
1/5	VA		46	3	No Medical Need		29
1/8	MA		49	1	Coroner 1144	*	22
1/8	MA		23	2	No Medical Need		10
1/8	VA		67	7	SNMH/UCD Transport		11
1/14	PA		38	3	Lift Assist		16
1/14	VA		8	2	Canceled	*	
1/14	FSC		11	2	UTL		
1/18	MA		50	3	AMA		17
1/19	MA		93				20
1/20	MA		45	4	Staging/SNMH Transport		8
1/21	MA		58	1	SNMH Transport		28
1/25	MA		48	2	SNMH Transport		18
1/27	MA		30	3	SNMH Transport		30
1/27	PA		15	2	Lift Assist		
1/29	MA		46				6
1/30	OTH		212	5	Cover District	*	
1/31	MA		6	3	No Medical Need		

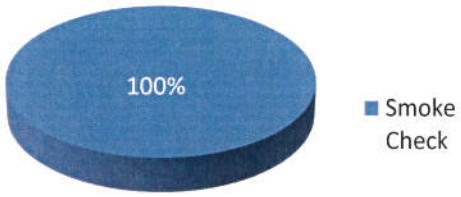
Total Calls:	**24**
Total Man Hours:	**1311.92**
Average FF/Call:	**2.7**

North San Juan Fire Department
Call Detail for January 2018

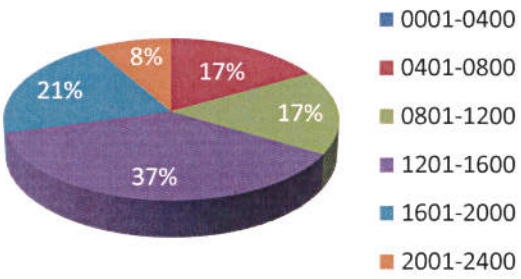
Call Type



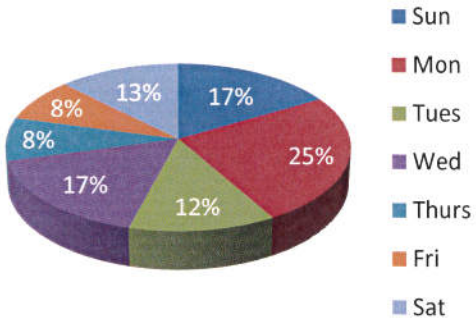
Fire Type



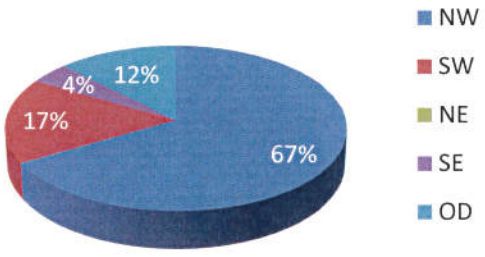
Time of Day

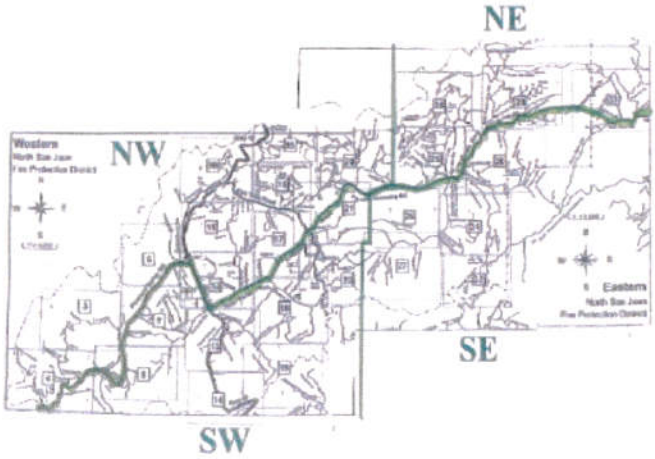


Day of Week



District Area





5B i.

Donations

DONATIONS

January 2018

CASH DONATIONS:		In Kind	Cash
Shirley Paulus			$50.00
Amber Anderson			$25.00
	Total In Kind Donations:	**$0.00**	
	Total Cash Donations:		**$75.00**
	Total Donations:		**$75.00**

5B ii.

Financials

COUNTY TREASURY FUNDS MONTHLY REPORT

As of January 31, 2017

	GENERAL	MITIGATION	MEASURE Q
Beginning Balance	$ 256,372.41	$ 7,800.30	$ 160,862.38
Revenue	$ 61,516.75	$ 800.04	
Expenditure	$ 69,092.01	$ 8,500.00	
BALANCE	$248,797.15	$ 100.34	$ 160,862.38

NOTES

GENERAL FUND REVENUE: Donations, Strike Team
GENERAL FUND EXPENDITURES: A/P, Taxes, Paid Call, Strike Team

MITIGATION AB 1600 REVENUE - One permit
MITIGATION AB 1600 EXPENDITURES: Partial lease payment West America Bank

MEASURE Q REVENUE: None
MEASURE Q EXPENSE - None

NORTH SAN JUAN FIRE DISTRICT
Cash On Hand
As of January 31, 2018

	Jan 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	$ 428.28
10717 · Measure Q - Nevada County	$ 160,862.38
10720 · General Fund - Nevada County	$ 248,797.15
10777 · Mitigation Fund - Nevada County	$ 100.34
Total Checking/Savings	$ 410,188.15
Total Current Assets	$ 410,188.15

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - Tri-Counties Bank
January 2018

Date	Name	Memo	Amount
01/01/18	Leaf Commercial	Equipment Lease	$71.72

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
January 2018

Date	Name	Memo	Amount
01/29/2018	Plaza Tire	Replace damaged wheel rims	-382.42
01/02/2018		Strike Team	-16,218.89
01/03/2018	EDD	State Taxes	-1,920.65
01/03/2018	EDD	State Taxes	-342.98
01/04/2018	ZAP Manufacturing	Road sign	-43.00
01/04/2018	Hennig's Automotive Repair	Maintenance 6130	-685.33
01/04/2018	ACC Business	Broadband	-786.16
01/04/2018	Mountain Woman Gardening	December maintenance	-409.00
01/04/2018	FF Van Order, Nate (reim)	Strike Team fuel for 6191	-109.52
01/11/2018	FASIS	Workers Comp Third Quarter	-4,000.00
01/11/2018	Gold Country Copier,Inc.	Color copies	-72.75
01/11/2018	Plaza Tire	Maintenance	-29.98
01/11/2018	PG&E Station #1	Electric service	-81.17
01/15/2018		Strike Team	-12,787.47
01/11/2018	Northern Sierra Propane	Propane	-282.79
01/15/2018		Strike Team	-12,143.56
01/11/2018	FF Collings, Graham (reim)	Strike Team Travel Expense	-26.30
01/22/2018	Nevada County Sanitation District No.	Sewer Fees	-416.50
01/22/2018	Life Assist, Inc.	Medical	-233.84
01/22/2018	PG&E Station #3	Electric service	-245.66
01/22/2018	Northern Sierra Propane	Propane	-234.92
01/31/2018	WestAmerica Bank	Equipment Lease - partial	710.80
01/22/2018	AT&T CALNET 3	Telephone service	-194.31
01/22/2018	US Bank	Cal-Card	-4,333.06
01/22/2018	FF Lingen, Doug (reim)	POV - Helena Incident	-682.66
01/22/2018	FF Johnson, Boyd (reim)	Maintenance - Hazmat	-38.85
01/22/2018	Quill.Com	Office supplies	-47.73
01/22/2018	Mulligan, Margaret	Cleaning	-50.00
01/22/2018	FDAC EBA	Insurance	-82.72
01/29/2018	Palmer Enterprises	Maintenance - 6191	-683.49
01/29/2018	Smith & Newell	Annual audit 2016-2017	-4,700.00
01/29/2018	Hennig's Automotive Repair	Maintenance #6132	-164.37
01/29/2018	SCI Consulting Group	Task 4B Levy Submittal & Admin	-2,000.00
01/29/2018	FF Collings, Graham (reim)	Strike team accommodation	-69.00
01/29/2018	Mountain Woman Gardening	January maintenance	-500.00
01/29/2018		Paid Call	-1,322.38
01/29/2018		Paid Call	-1,084.05
01/29/2018		Paid Call	-889.66
01/29/2018		Paid Call	-45.21
01/29/2018		Paid Call	-912.48
01/29/2018		Paid Call	-884.24
01/29/2018		Paid Call	-367.72
01/29/2018		Paid Call	-401.63
01/29/2018	Northern Sierra Propane	Propane	-234.92

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
January 2018

01/03/2018	Internal Revenue Service	Federal Taxes	-14,379.02
01/04/2018	Boyett Petroleum	Fuel	-311.09
01/11/2018	FDAC EBA	Insurance	-128.10
01/22/2018	Boyett Petroleum	Fuel	-204.10
01/22/2018	Riley, Robert R	Training	-138.52
01/29/2018		Paid Call	-638.17
01/31/2018		Combined Payroll	5,702.92
01/29/2018		Paid Call	-201.74
01/29/2018		Paid Call	-1,074.66
01/29/2018		Paid Call	-971.61
01/29/2018		Paid Call	-657.97

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - Mitigation Fund (AB1600)
January 2018

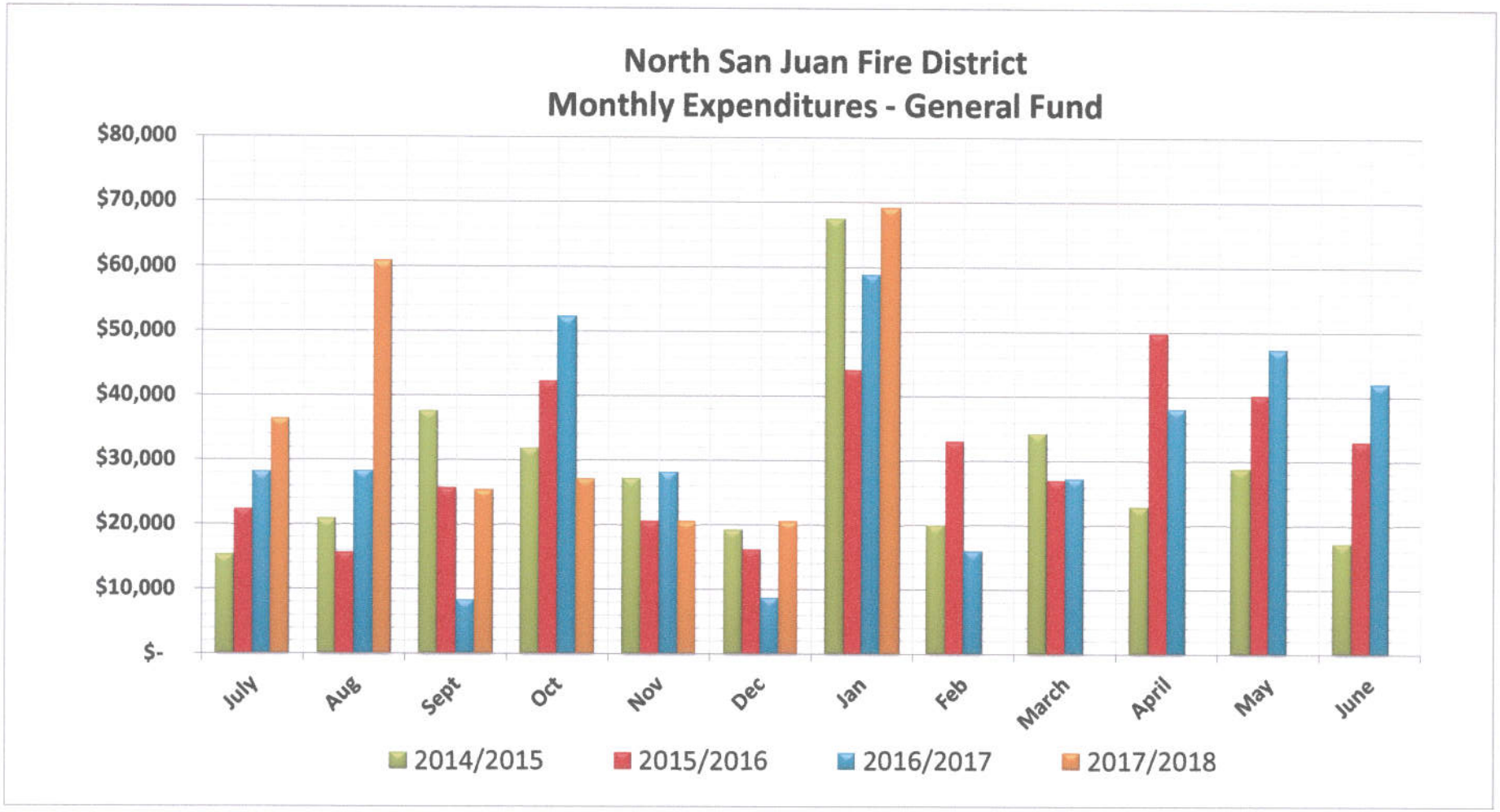
Date	Name	Memo	Amount
01/31/2018	WestAmerica Bank	Final Payment	$8,500

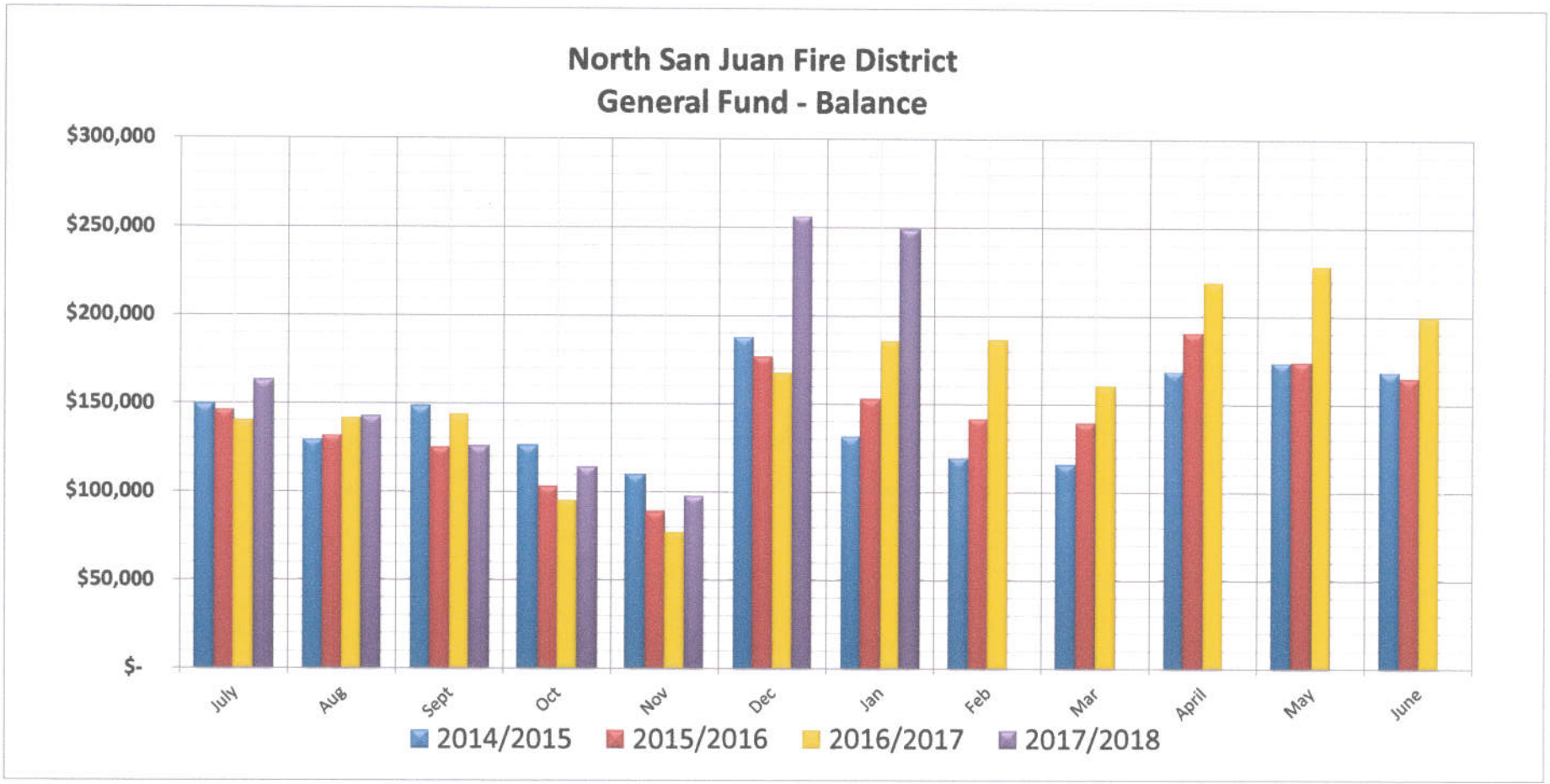
NORTH SAN JUAN FIRE DISTRICT

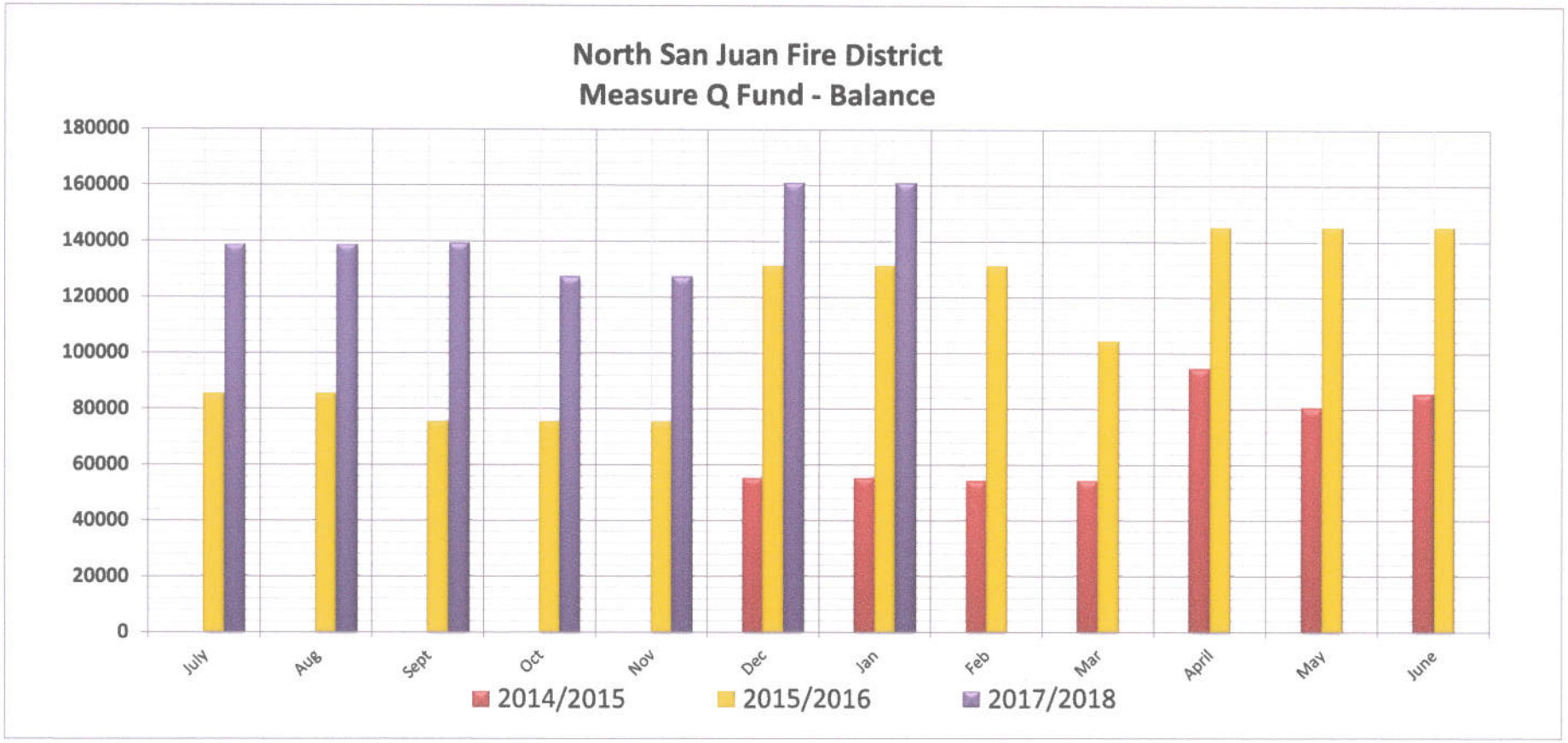
Cal-Card Expense

As of January 31, 2018

Date	Name	Memo	Amount
11/20/2017	Dish Network	Satellite service	$ 102.58
11/27/2017	Amazon.Com	Office supplies	$ 6.32
11/28/2017	Amazon.Com	Two sets of jumper cables	$ 71.31
11/28/2017	Amazon.Com	Mainterance	$ 21.94
11/28/2017	North American Embroidery	Duty Caps	$ 615.76
11/29/2017	Amazon.Com	Return	$ (3.48)
11/29/2017	Mother Truckers	Gift Cards - Retention & Recruitment	$ 730.00
12/05/2017	Amazon.Com	Gift Cards - Retention & Recruitment	$ 1,000.00
12/06/2017	Amazon.Com	Office supplies	$ 6.93
12/07/2017	Minted	Christmas Cards	$ 260.15
12/11/2017	Amazon.Com	AAA Batteries	$ 22.56
12/11/2017	Amazon.Com	Towels	$ 18.57
12/12/2017	Ananda Fitness Center	Fitness Center	$ 800.00
12/14/2017	Motel 6	Accommodation strike team	$ 85.28
12/15/2017	Motel 6	Accommodation starike team	$ 85.28
12/15/2017	Amazon.Com	Cleaning supplies	$ 33.13
12/16/2017	Motel 6	Accommodation striek team	$ 89.76
12/18/2017	Motel 6	Accommodation Strike Team	$ 74.08
12/18/2017	Motel 6	Accommodation strike team	$ 74.75
12/19/2017	Amazon.Com	Bed Linens for bunkhouse	$ 57.16
12/20/2017	Postmaster - North San Juan	Postage for Christmas cards	$ 78.40
12/31/2017	Dish Network	Satellite TV service	$ 102.58
			$ 4,333.06
TOTAL			$ 4,333.06


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
2014/2015
2015/2016
2016/2017
2017/2018


North San Juan Fire District
General Fund - Balance
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
July
Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
April
May
June
2014/2015
2015/2016
2016/2017
2017/2018


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
2017/2018

5B iii.

Revised Budget

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

REVENUE

General Fund

40010	Current Secured Tax	133,500
40030	Current Unsecured Tax	2,300
40040	Prior Unsecured Tax	20
40170	Supplemental Secured Tax	1,800
40180	Supplemental Unsecured Tax	20
	Total Taxes	**$137,640**
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	238,550
46574	NSJFPD Auxiliary	5,000
46275	Cost Recovery	800
	Total Other	**$309,550**
	Estimated General Fund Revenue	**$447,190**

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

EXPENSE

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		21,000
		Total	**$123,000**

Class II Operations

61330	Firefighter Physicals	1,000
61350	Strike Team Payments	170,000
62200	Clothing & Personnel Equipment	6,000
62225	Personnel Protective Equipment	3,000
62300	Dispatch Fees	12,000
62350	Engine & Fire Fighting Supplies	7,000
62375	Equipment (non-fire fighting)	2,000
62400	Communication Equipment	3,000
62500	Fire Prevention PR	2,000
62550	Food Supplies	300
62600	Fuel - Engines	6,000
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
REVISED BUDGET
2017 - 2018

63500	Utilities		20,472
63701	Structure Maintenance		6,500
63703	Maintenance of Grounds		5,000
63705	Equipment Maintenance		4,600
63706	Engine Maintenance		9,729
63707	Annual Equipment Maintenance		6,400
63710	Grounds Improvements (major)		5,500
63800	Training & Materials		2,540
		Total	**$314,971**

Class III --Restricted Expense

64200	Debt Payment (see AB1600)		8,781
64300	Interest on Debt		438
		Total	$9,219

	TOTAL EXPENSES ESTIMATED	**$**	**447,190**
70000	Contingency Fund (10% of GF)	**$**	**44,719**

BUDGET RECAP

Estimated Beginning Balance July 1, 2017	$	190,000
Restricted Capital Fund	$	68,083
Restricted Contingency Fund	$	44,719
Estimated Revenue		$447,190
Estimated Expenses	$	447,190
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)

REVISED 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	719	
64300	Debt Service - Interest	$ 438	
80000	Debt Service - AB1600	$ 8,062	
	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

REVISED BUDGET
2017 - 2018

REVENUE

80000	Revenue	$ 100,000	
80100	Interest	$ 1,600	
	ESTIMATED REVENUE		**$ 101,600**

EXPENSE

80100	Recruitment and Retention	$ 5,000	
80200	Enhanced EMT Training	$ 10,000	
80300	Firefighter Training	$ 6,000	
80400	Firefighter stipends	$ 30,000	
80420	Equipment	$ 5,000	
80500	Capital Equipment	$ 10,000	
80600	Capital Improvements	$ 22,600	
80700	Administrative	$ 4,000	
80900	Annexation	$ 8,200.00	
	TOTAL EXPENSES		**$ 100,800**
80800	Reserve (10%) of Budget	$ 10,080	
	TOTAL		**$ 110,880**

6A

Board Meeting Dates 2018

2018 CALENDAR

January 2018

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2018

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2018

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2018

M	Tu	W	Th	F	Sa	Su
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2018

M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2018

M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2018

M	Tu	W	Th	F	Sa	Su
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2018

M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2018

M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2018

M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2018

M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

M	Tu	W	Th	F	Sa	Su
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

www.theprintablecalendar.com

6E

Training Attendance Sign-up

North San Juan Fire Department

2018 Training Schedule

January

3 **OPEN**
10 FF Duties/ Inventory/ Quarterly Skills ✓ **Mandatory**
17 CE's/Head & Neck Trauma
24 Fire behavior
31 Firefighter Survival/Confidence Course

February

7 Fire suppression/ Salvage/ Overhaul
14 Bldg. construction/ Ladders/Ventilation
21 CE's/Respiratory/ Airway/ Vent. AED **Mandatory**
28 Hose/Appliances/Nozzles/ Fire streams/ Fwd rev lays

March

7 Water supply/ Hydrants/ Drafting/ Portable Pumps
14 Crime Scene Inv/ Arson / FF Rvw Progress Reports
21 CE's/Pediatrics/SIDS/**Mandatory**
28 Ropes Rescue

April

4 Wildland Scenario
7 Ropes/Swiftwater **(Saturday training)**
11 Wildland Safety/PPE/Fire Shelter Drills/**Mandatory**
18 CE's/Patient Assessment
25 Fire Extinguishers/ Quarterly Skills ✓

May

2 Vehicle Extrication/ Vehicle Fires
9 Fire Hoselays/Safety
12 Hose Testing/ Pump Testing **(Saturday training)**
16 CE's/Cardiac/AED/**Mandatory**
23 Hand tools/ Sharpening/ Cutting line/ Chainsaw
30 Wildland Weather/ Behavior/ S-190

June

6 Radio Use/Size up
9 Fire Attack /Hose Lays **(Saturday training)**
13 Fire Scenario/ FF Review Progress Reports
20 CE's/Medical Emergencies/**Mandatory**
27 Propane Tanks

July

4 APS/ CPS/ Patient Referrals Quarterly Skills ✓
11 Fire I-Zone/Size-up/**Mandatory**
18 CE's/ Trauma Assessment
25 Maps/ Compasses/ Belt Wx Kit

August

1 Fire Hoselay/Handline Review
8 Scenarios
15 CE's/Behav./ Seasonal Emer./ /AED **Mandatory**
22 CAFS- Hose Streams
29 Vehicle Accident Command/ Tactics

September

5 LZs/ Helicopter Safety/ FF Rvw Progress Rpts.
8 **OPEN (Saturday training)**
12 Medical Scenario
19 CE's/MCI Triage/Bloodborne Paths/**Mandatory**
26 Utilities/ Powerline Safety – PG & E

October

3 Scenarios/ Quarterly Skills ✓
10 Confined Space/Safety/**Mandatory**
17 CE's/OB/GYN
24 Hose/Appliances/Nozzles/ Fire streams/Hoselays
31 Structure Search/ Forcible Entry

November

7 ICS review/ Fire Service Orgs./ FD policies
14 Hazmat FRO Ref./Safety/**Mandatory**
21 CE's/Musc-skel. Trauma/ Soft Tissue Injury
28 Medical Scenarios

December

5 FF & Officer Reviews/ Scenarios
8 Vehicle Extrication/Fire **(Saturday training)**
12 Engine Inventory/ Chimney Fires
19 CE's/ Neurological Emer./AED/**Mandatory**
26 NO TRAINING

7

District Secretary Evaluation

District Secretary Employee Performance Review
Employee's Name: Kelly Moreno

1 = Unacceptable – Consistently fails to meet job requirements. Immediate improvement required to maintain employment.

2 = Needs Improvement – Occasionally fails to meet job requirements

3 = Meets Expectations – Performs job duties satisfactorily. Normal supervision is required.

4 = Exceeds Expectations – Frequently exceeds job requirements

5 = Superior – Consistently exceeds job requirements

1. **Knowledge, Skills, Abilities** – Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job
   ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

2. **Quality of Work** – Consider accuracy, neatness, thoroughness.
   ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

3. **Quantity of Work** – Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?
   ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

4. **Work Habits** – To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements:
   ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

5. **Communication** – Consider job related effectiveness in dealing with the Board, the public, and co-workers.. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?
   ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

6. **Dependability** – Consider the amount of time spent directing this employee. Does the employee monitor projects and follow-through; adhere to time frames; on time for meetings and appointments; and respond appropriately to instructions and procedures?
   ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

7. **Cooperation** – How well does the employee work with co-workers and board members? Does the employee demonstrate consideration of others? Help others willingly?
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

8. **Initiative** –Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

9. **Attendance and Punctuality**
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

10. **Planning and Organizing** – Consider how well the employee plans and organizes work, coordinates with others, and establishes priorities, anticipates future needs, carries out assignments effectively.
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

11. **Administration** - How well does the employee perform day-to-day administrative tasks, manage time, administer policies and implement procedures
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 **Comments**:

12. **Overall Performance**

Reviewer's Name: _____ **Signature:** _____

Employee Sign-off:

I have been advised of my performance ratings and have discussed this review with the Board. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Signature: _____ Date: _____