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, April 28, 2020
AGENDA

Due to Covid-19, Board Meetings will be held remotely until further notice.
To access a Board Meeting by phone:
Dial: 1-669-900-6833
Meeting ID: 962-5158-2404
Password:549649

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 February 25, 2020 Regular Board Meeting 🕮

Action **B.** Minutes of March 31, 2020 Special 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 – Jason Flores
     - **i.** March 2020 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach
     - **i.** Donations March 2020 🕮
     - *Action* **ii.** Financials- March 2020: Disbursements, Cash on Hand, Funds Summary 🕮
     - **iii.** Audit Discussion
     - *Action* **iv.** Revised Final Budget 2019-20
   - **C.** District Manager Report – Lynn McGarva
   - **D.** Firefighter Association Report – Kritters Blevins
   - **E.** LAFCo Report – Ed Beckenbach
   - **F.** Fire Safe Council/FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
   - **G.** NCFA Report – Pat Leach

6. **OLD BUSINESS**
   - **A.** Liability Insurance- Rhea Williamson

7. **NEW BUSINESS**
   - **A.** Locked Gates Discussion – Rhea Williamson
   - *Action* **B.** Personnel Committee Discription- Ed Beckenback
   - *Action* **C.** Resolution Calling for General Election (R2020-02) – Ed Beckenbach

9. **NEXT MEETING:** May 26, 2020

10. **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 & B

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
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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, February 25, 2020
MINUTES

PRESENT: Ed Beckenbach, Chair; Pat Leach, Treasurer; Rhea Williamson

ABSENT: Bruce Boyd, Tim Tschantz. Quorum established.

1. **CALL TO ORDER:** Meeting called to order at 7:00 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   No public comment.
3. **CONSENT CALENDAR:**
   A. Minutes of January 28, 2020 Regular Board Meeting

   Pat Leach moved to approve the January 28, 2020 minutes, Rhea Williamson seconded, motion passed by unanimous vote.

4. **ANNOUNCEMENTS:**
   Rhea Williamson – Rhea inquired on the proposed fuel break from Bridgeport to Malakoff, and what NSJFPD's involvement will be.
   The San Juan Ridge Taxpayers Association is planning outreach programs related to fire safety, including a meeting with members of local Firewise Communities.
   Caleb Dardick will be attending the annual Taxpayers Association meeting on March 29th, at the North Columbia Schoolhouse Cultural Center.

   Pat Leach – Attended the LAFCo Ethics and Public Service Presentation.

5. **REPORTS**
   A. Chief's Report – Chief, Jason Flores
      - Presented call statistics for January, 2020
      - Smoke Check calls are increasing.
      - Successful wildland training in conjunction with the French Corral Water District.
      - Extreme dry conditions, property owners should use extreme caution with burning operations.
      - Attended the Yuba River Chiefs meeting, which includes most of the fire districts to our North. The Chiefs are trying to formalize their group.
      - Training – EMT class is going well, NSJFPD has three firefighters attending. NSJFPD will be coordinating with Whittlesey's Junk yard for extrication training, as well as with Pike Fire Department for vehicle fire training.

- Pre-scribed burns – Ananda has completed two, assisted by NSJFPD.
- Wildfire Prevention Stakeholders Meeting- Discussed fuel breaks on the San Juan Ridge with both Don Thane, director of Nevada County Fire Safe Council, as well as Landon Hack, CAL FIRE Battalion Chief 2314. Over the next few years, there is a plan to create a continuous fuel break from the Penn Valley area through the San Juan Ridge and Malakoff, then across to Highway 20. This will involve multiple agencies as well as revisiting and maintaining past fuel breaks.
- Homeowners have displayed a decreasing interest in fire inspections and developing Firewise Communities.
- Still on time for our new apparatus in October.
- Nevada County Training Officers- Two upcoming WUI (wildland urban interface) drills: May 31st in the Cascade Shores area and June 28th in Wolf Road/McCourtney Road area. Command will be at the Rood Center, expect traffic delays. NSJFPD will be sending equipment.
- Firefighter gear theft is on the rise. However, no instances in our department.

Rhea Williamson inquired about the high fire danger in French Corral, and whether the fire Department could focus attention on that area. Chief Flores replied that the Department focuses on the whole district equally as problems with homeowners insurance is encountered throughout the District.

Pat Leach relayed that she toured the entire District with the new CAL FIRE Battalion Chief Landon Hack. She was able to discuss our needs, interest in grants, and developing Firewise Communities.

Ed Beckenbach asked to move items 6.A and 6.B to accommodate the presence of Paul Castiglioni.

B. Treasurer's Report – Pat leach

i. Donations – Donations were received as follows: $0 for the month of January 2020.

Pat Leach suggested providing verbiage in the newsletter that donations to the Fire Department are tax deductible.

ii. Financials for January 2020–

Pat Leach announced that the Amazon Analytics is made available to the public in its native format. Boyd Johnson requested that the Amazon Analytics be presented in each Board Packet.

After review of the financial reports, Pat Leach moved to accept the January 2020 financials as presented, Rhea Williamson seconded, motion passed by unanimous vote.

Pat Leach announced that we have copies of the audit, comments start on page 25. We are working to change procedures to address comments.

C. District Manager's Report – Tracy Corris
There were some issues with the bay doors at Station 3 facing Tyler Foote. The door crashed down and broke glass. Moule Paint and Glass replaced the broken glass but the plastic moldings still need to be replaced.

D. Firefighters Association Report – Kritters Blevins
- No Report.

E. LAFCo Report – Ed Beckenbach
No meeting, no report.

F. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
- Fire Safe Council- 40 certified by NFPA Firewise Communities, and 42 in the process of becoming Firewise Communities in Nevada County. There is no information on Grants for this year.
- FireWise Coalition – If anyone can attend at least one a year, it is worthwhile. Over 60,000 of our 98,000 residents are in Firewise Communities.
- Ridge FireWise Communities (RFWC) - 16 working towards certification. Requests for defensible space inspections is starting to pick up again, but still down from last year.

G. NCFA Report – Pat Leach.
- Meeting is coming up.

6. OLD BUSINESS:

A. R2020-01 Appreciation of Paul Castiglioni's Service to NSJFPD- Ed Beckenbach
Paul has served with NSJFPD for 31 years. Ed Beckenbach read resolution 2020-10.

Pat Leach moved to pass resolution 2020-01, Rhea Williamson seconded, motion approved by unanimous roll call vote 3-0-0-2, Board Members Bruce Boyd and Tim Tschantz were absent.

Paul Castiglioni has enjoyed his time with the Department, it is fulfilling work and serves a purpose. He hopes he has helped people along the way.

B. Paul Castiglioni Recognition of Service- Ed Beckenbach
Ed Beckenbach read the plaque aloud. The Board had a five minute recess for refreshments.

C. District Manager (Finance & Facilities) Salary – Ed Beckenbach
Ed Beckenbach relayed that Tracy's evaluation has been completed.

Ed Beckenbach moved to approve a cost of living increase for Tracy Corris of 2% from $37/hour to $38/hour, retroactive from September 1, 2019. Pat Leach seconded. Motion approved by unanimous vote.

D. Fire Chief's Contract- Ed Beckenbach
Contract is still under negotiation.

7. **NEW BUSINESS**

A. Directors & Officers Liability Insurance- Rhea Williamson
Board Members are currently covered under general liability. Rhea Williamson suggested the Board be covered under Directors and Officers (D&O) coverage in addition to general liability. D&O covers how you manage affairs of the business, general liability covers for issues resulting from the production of products or delivery of service. The cost ranges from $600-$1,000/year, and protects officers from having their personal assets claimed as part of a lawsuit.

Tracy Corris will contact our insurance agent and report back at the next meeting.

Pat Leach would like to discuss at the next Finance Committee Meeting.

B. Educational Scholarship Fund for Firefighters- Rhea Williamson.
Rhea Williamson suggested a scholarship fund for firefighters to ensure firefighters do not pay out of pocket for training. Tracy Corris ensured every dollar a firefighter spends on training that benefits the District is reimbursed. The Auxiliary is currently looking to establish such a fund. Rhea is currently working on an article for the newsletter to advise the public on this new donation avenue.

C. Board Goals – Ed Beckenbach
Ed Beckenbach- Provide more bay storage for apparatus; Upgrade the kitchen at Station 1.
Rhea Williamson- Residence at Station 1; integrate with other non-profits and entities on the Ridge for better coordination and cooperation.
Pat Leach- certifying Firewise Communities on the Ridge; Strategic plan for equipment replacement and financial planning.

D. Personnel Committee – Ed Beckenbach
Ed Beckenbach is looking to restructure the Personnel Committee to formalize the Department's procedures. A discussion ensued regarding whether to make the Personnel Committee a Standing Committee or not.

8. **NEXT MEETING:** March 24, 2020 at 7:00 PM
9. **ADJOURNMENT:** Meeting adjourned at 8:49 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

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BOARD OF DIRECTORS
Special Meeting
Monday, March 31st, 2020
MINUTES

PRESENT: Ed Beckenbach, Chair; Pat Leach, Treasurer; Bruce Boyd; Rhea Williamson

ABSENT: Tim Tschantz. Quorum established.

1. **CALL TO ORDER:** Meeting called to order at 5:02 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   Boyd Johnson inquired about the results of the recent audit. He is asking the Board to place the audit on an upcoming agenda.
3. **CONSENT CALENDAR:**
   A. Minutes of February 25, 2020: The minutes were not provided.
   B. Correspondence to the Board:

   With the removal of the February 25, 2020 minutes, Bruce Boyd moved to approve the consent calendar, Rhea Williamson seconded, motion passed by unanimous vote.

4. **ANNOUNCEMENTS:**
   Rhea Williamson – One item in the Consent calendar was regarding CAL FIRE grant funding that was not approved. Rhea suggested a re-submittal at the next available round after requesting comments from the reviewers in order to address the deficiencies. Rhea offered her assistance for the next submittal.
   Ed Beckenbach – These are strange times. We have lost our staff. One; we hope to heaven she enjoys her new job, I wish her nothing but the best. The other; I wish we had a chance to say goodbye, it's beyond belief. This is a wonderful community and a wonderful organization, and may God bless us all.
   Pat Leach – Dave COPP, of County OES, is preparing food for distribution to folks on the Ridge and needs a drive-through location and is hoping to use Station 1. He will be in touch. Chief Flores will coordinate

5. **REPORTS**
   A. Chief's Report – Chief, Jason Flores
   - Current Status- The Department is fielding information from the Federal, State, and County level in regards to Coronavirus to ensure the safety of our first responders. Tom Browning is leading the team for the Department's Coronavirus response.

   B. Tom Browning – Battalion Chief

- A Committee has been established to handle the Coronavirus. The three Chiefs are working with two advanced EMT's to ensure we are operating according to SSV (our Liscencing agency that directs how we operate in the field), and the County Health Officer. NSJFPD had the first First Responder exposure to the Coronavirus in the County, all other cases were handled directly through a Doctor's office or the Hospital. The response was to a call for back pain, the patient later tested positive for Covid-19. The County advised us that our personnel could continue to work, but will need to wear a mask for 14 days. We requested our first responders be tested, but we were told being tested would not benefit the organization because if they are not having symptoms, then it's highly probable they would get a false negative. The virus can take up to 9 days to show symptoms, which is why the County recommended 14 days. We believe our exposure was limited; they had appropriate PPE on.
- Chief Browning ask the Chair how they would like to be informed about potential exposures to the Department. Ed Beckenbach replied that he would like the entire Board emailed at the same time regarding Department exposures to the Coronavirus. Bruce Boyd relayed that the quicker the Board gets the information, the better, as Board Members do frequent the station.
- Chief Browning relayed that the task force has decided to have the residence at Station 3 only be used by on duty personnel, and that there are strict disinfecting procedures in place.

C. Treasurer's Report – Pat leach

Pat Leach noted that we have been unable to make changes to the website, so we have been unable to update the financials on the website. Additionally, Pat was unable to access the CAL Card information, but will ensure the new staff presents that at the next Board meeting

February 2020 financials as presented, Bruce Boyd moved to approve, PaLeach seconded, motion passed by unanimous vote.

D. Firefighters Association Report – Kritters Blevins

- There has been funding approved for a plaque for Doctor Frank Lane for teaching EMT courses and helping create EMT's for our department for free.
- The Spaghetti dinner is at a standstill, but we have received donations.

6. NEW BUSINESS

A. Fairwell to Kelly Moreno- Ed Backenbach
Ed Beckenbach relayed that the Board has an item for Kelly.

Bruce Boyd spoke with Kelly Moreno, Kelly relayed that she did not want to attend the Board meeting, but she was helpful in providing information for new employees. With the turnover of office staff, this is a unique

opportunity to reexamine the department's policies and procedures to create a better system for the Department. Bruce wants to publicly thank Kelly for her work and dedication to the fire department.

Boyd Johnson reminded the Board that Tracy worked for the Department since 2005, or longer. Tracy also spent time on the Board.

Bruce Boyd relayed how dedicated and organized Tracy was. He left his work in such good shape. Tracy was accused of things, this last year was unpleasant for him, but he was always welcoming.

B. Personnel Committee Recommendations- Bruce Boyd

The Department received 6 applications and interviewed three candidates. The interview panel was unanimous in selecting the new employees. The interview panel suggests the following recommendations:

- Heidi Ryan for the position of Operations and Personnel Manager
- Lynn McGarva for the position of Finance and Facilities Manager

The two recommended appointees have agreed to start at a rate of $20/hour, with a six month probation period, after which time the rate will be $22/hour.

Bruce Boyd moved to accept the recommendations, Pat Leach seconded, motion passed by unanimous vote.

Introductions:
Heidi Ryan- I was born and raised on the Ridge, and moved back to the area five years after the birth of our first born. My husband started as an Explorer with NSJFPD as 16, and is now a Captain with CAL FIRE. I was a volunteer with NSJFPD for three years. I have two children, small farm, and am eager to get going with the Department
Lynn McGarva moved to Nevada County in 1959, went to school with Tom Browning. I have worked for the school districts of Lassen and Modoc County for almost 20 years. I'm really looking forward to working here.

7. **DISCUSSION – SCHECULING OF NEXT MEETING:** April 28, 2020 at 7:00 PM
   The Board discussed how to address the next Board meeting with regards to the current social distancing. The general consensus is to hold the meeting at Station 1 in North San Juan.
8. **ADJOURNMENT:** Meeting adjourned at 5:40 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

5 A

Chiefs Report

NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2020 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	9	14	9										**32**
Vehicle Accident	1	3	3										**7**
Fire - Structure	2		2										**4**
Fire - Wildland		6	2										**8**
Fire - Structure/Wildland													**0**
Fire - Vehicle	1	1											**2**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	1	5	5										**11**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby			1										**1**
Hazard	4		5										**9**
Public Assist	3	1											**4**
Other			1										**1**
Totals:	**21**	**30**	**28**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**79**

Previous Years Summary				
2020	**2019**	**2018**	**2017**	**2016**
32	189	207	198	185
7	50	40	60	42
4	7	8	8	6
8	9	21	22	16
0	0	0	0	0
2	13	1	5	7
0	1	2	0	0
11	8	25	7	11
0	31	5	8	2
0	0	0	0	1
0	2	9	9	9
1	0	0	1	2
9	19	8	17	5
4	13	18	15	14
1	5	3	0	6
79	**347**	**347**	**350**	**306**

2020 Monthly Totals:	21	26	28	0	0	0	0	0	0	0	0	0	**75**
2019 Monthly Totals:	18	31	23	22	29	33	35	33	27	40	33	23	**347**
2018Monthly Totals:	24	23	24	25	30	38	40	37	28	27	25	26	**347**
2017 Monthly Totals:	31	35	21	17	25	33	51	40	34	32	16	15	**350**
2016 Monthly Totals:	21	13	25	24	25	34	30	36	23	31	21	23	**306**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4	4	3										**11**
Special Training			1										**1**
External Training		2											**2**
Work Party		1											**1**
Public Education													**0**
Public Service													**0**
Totals:	**4**	**7**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**15**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020 Monthly Totals:	1	2	2										**5**
2019 Monthly Totals:	3	1	8	6	6	5	8	6	3	1	4	3	**54**
2018 Monthly Totals	3	1	1	2	7	6	8	4	7	1	5	2	**47**
2017 Monthly Totals:	5	1	3	3	2	7	18	4	4	6	1	0	**54**
2016 Monthly Totals:	1	2	1	3	4	2	12	12	6	7	2	3	**55**

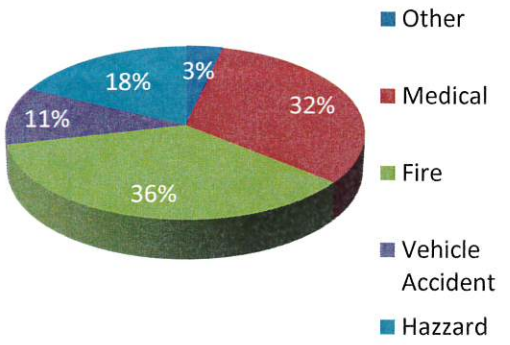
NSJFPD INCIDENT RESPONSE DETAIL - March 2020

Date	Type	Location	Minutes	Responders	Notes	Out of District Responses	Response Time
3/1	HC	Salmon Mine (005339)	47	4	Cleared		26
3/2	DSC	Cruzon (005437)	147	1	Available		
3/3	FW	Baker Road (005493)	526	6	Extinguished	*	65
3/3	MA	Pleasant Valley (005529)	27	1	Medic 44		15
3/5	DSC	Edwards Crossing (005673	36	1	Legal Burn		
3/6	HC	Montizuma (005743)	12	1	Cleared		2
3/6	DSC	Cruzon (005775)	19	1	Available		
3/7	FS	Village Drive (005864)	111	10	Extinguished		9
3/10	MA	Brem Lane (006043)	64	3	SNMH Transport		11
3/11	MA	Hwy 49 (006127)	50	1	SNMH Transport		10
3/12	FW	Sweetland Road (006205)	103	3	Extinguished		9
3/13	VA	Hwy 49 (006275)	68	4	Non-Injury		21
3/13	MA	Tyler Foote Road (006292)	34	4	SNMH Transport		7
3/13	DSC	Hwy 49 (006305	58	3	Legal Burn		26
3/13	DSC	Tyler Foote Road (006309)	8	2	Extinguished		2
3/14	VA	Star Lumbar (006400)	58	4	Non-Injury		9
3/15	HC	New School (006455)	51	3	Released		12
3/15	HC	Hwy 49 (006475)	22	3	Released		
3/15	HC	Sunrise (006570)	27	1	Available		22
3/16	MA	Shady Creek (006589)	44	3	SNMH Transport		9
3/16	FMS	Lost River (006597)	67	3	Cleared		15
3/16	O	Black Sands Mine (006608)	137	3	UTL		
3/20	MA	Hwy 49 (006877)	38	3	SNMH Transport		14
3/23	FS	Pleasant Valley (007090)	355	11	Extinguished		14
3/23	MA	Pleasant Valley (007130)	38	2	Medic 44		12
3/28	MA	Boquest (007420)	71	3	SNMH Transport		7
3/28	VA	Cleveland (007447)	107	4	Non-Injury	*	22
3/30	MA	Pleasant Valley (007566)	34	1	Medic 44		17

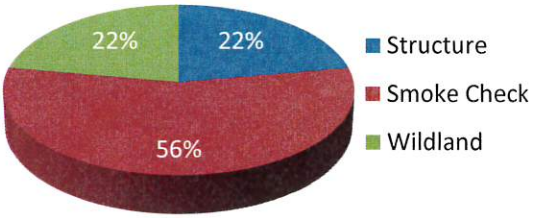
Total Calls:	**28**
Total Man Hours:	**3499.18**
Average FF/Call:	**3.2**

North San Juan Fire Department
Call Details
March 2020

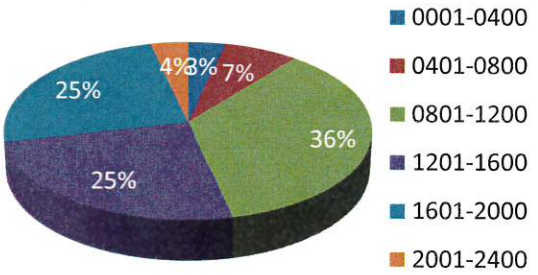
Call Type



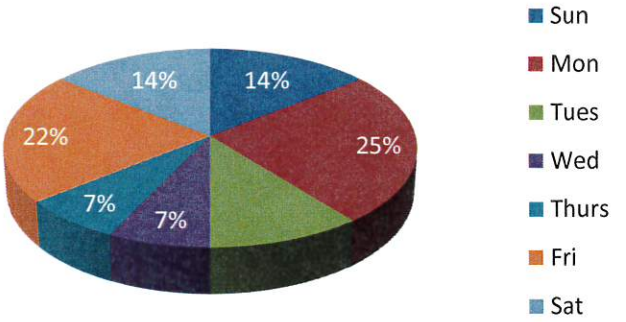
Fire Type



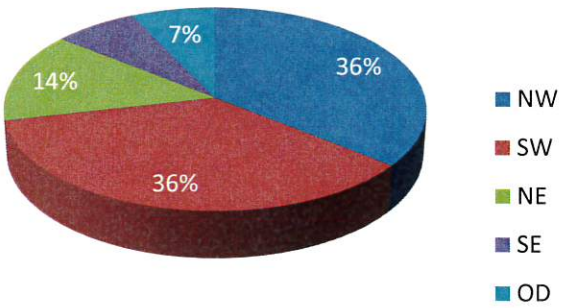
Time of Day

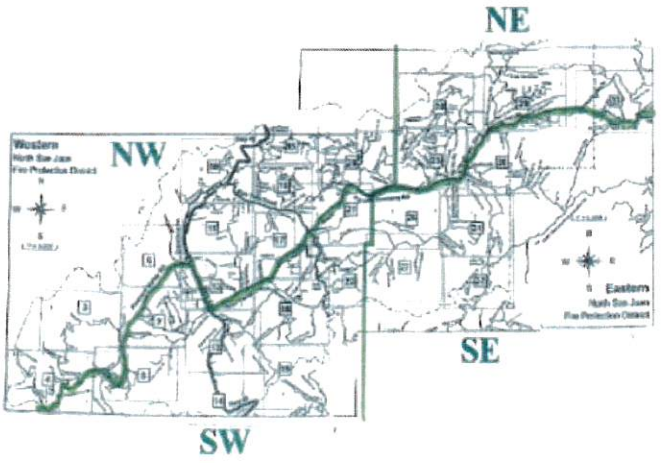


Day of Week



District Area





5 B
Financials

NORTH SAN JUAN FIRE DISTRICT
CURRENT ASSETS
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	500.00
10717 · Measure Q - Nevada County	122,871.41
10720 · General Fund - Nevada County	147,059.59
10777 · Mitigation Fund - Nevada County	9,622.40
Total Checking/Savings	280,053.40
Total Current Assets	280,053.40
TOTAL ASSETS	280,053.40
LIABILITIES & EQUITY	0.00

NORTH SAN JUAN FIRE DISTRICT
Cash Disbursements - General Fund
March 2020

Date	Name	Memo	Amount
03/02/2020	Mulligan, Margaret	cleaning	-60.00
03/04/2020	Smith & Newell	Audit 2018-2019	-4,900.00
03/04/2020	Wind, Rachel	cleaning 1/20 & 2/17	-75.00
03/04/2020	AIRGAS	2963746	-346.14
03/04/2020	Boyett Petroleum	41001	-297.75
03/16/2020	ACC Business	1205248	-731.63
03/23/2020	Sierra Family Medical Clinic	To be reimbursed by EE	-45.00
03/23/2020	US Bank	CalCard	-2,228.23
03/23/2020	Hennig's Automotive Repair	6160 & 6162	-1,140.32
03/23/2020	FF Rainville, Christopher	(reimb)	-33.00
03/23/2020	Mountain Woman Gardening	01/22-02/27/2020	-498.75
03/23/2020	FF Scott, William S.	(reimb)	-8.40
03/23/2020	FF Green, William J.	#106514	-100.00
03/23/2020	Boyett Petroleum	41001	-436.86
03/30/2020	Mescher Door Company	Service bay doors station #3	-510.00
03/30/2020	Gold Country Copier,Inc.	Monthly	-59.32
03/30/2020	Life Assist, Inc.	PPE	-147.78
03/30/2020	Department of Forestry & Fire	ScheduleA-2nd Quarter	-2,890.23
03/30/2020	Colantuono, Highsmith & Whatley		-1,140.00
03/30/2020	Hennig's Automotive Repair	6164 Brakes	-760.83
03/30/2020	AT&T CALNET 3	9391035196	-201.04
03/30/2020	FF Scott, William S	(reimb)	-221.94
03/30/2020	FF Fites-Kaufman, Casey	(reimb)	-13.01
03/30/2020	Jerrod Hayden	(reimb)	-244.31
03/30/2020	Hills Flat Lumber	25096	-74.63
03/30/2020	FF Lingen, Doug	Reimb via Strike Team	-385.12
03/30/2020	Full Spectrum Computer Services	Annual fee	-120.00
03/31/2020	FF Strike Team	Paid via CalFire: Kincade Fire	-8,349.56
03/31/2020	Payroll	Staff	-4258.09

NORTH SAN JUAN FIRE PROTECTION DISTRICT
GENERAL FUND
REVISED FINAL BUDGET
2019 - 2020

REVENUE

				Proposed Adjustment
R1	40010	Current Secured Tax	140,934	3,934
R2	40030	Current Unsecured Tax	2,526	(374)
R3	40040	Prior Unsecured Tax	20	
R4	40170	Supplemental Secured Tax	1,620	(380)
R5	40180	Supplemental Unsecured Tax	80	
R6	40190	Unitary & Operating Non-unitary	8,074	8,074
R7	40290	Fire Parcel Tax	40,000	
R8		**Sub-Total Taxes**	**193,254**	
R9	43010	Interest Revenue General Fund	3,000	(2,000)
R10	44190	Homeowners Exemption Reimb	1,157	157
R11	44960	Prop 172 Public Safety	22,000	(4,000)
R12	45000	Grants Received	0	
R13	46180	Donations	2,000	2,000
R14	46200	Miscellaneous Revenue	128,100	23,100
R15	46275	Cost Recovery	1,000	
R16	46574	NSJFPD Auxiliary	0	(5,000)
R17		**Sub-Total Other**	**157,257**	
R18		**Estimated General Fund Receivables**		**$350,511**

NORTH SAN JUAN FIRE PROTECTION DISTRICT
GENERAL FUND
REVISED FINAL BUDGET
2019 - 2020

EXPENSE

Class I Personnel

				Proposed Adjustment
E1	61100	Permanent Salaries	82,000	
E2	61110	Employer tax expense	40,000	
E3	61300	Volunteer Paid Call Reimb	10,000	
E4	61305	Officer Incentive	2,000	
E5	61310	Volunteer Incentive Program	12,500	
E6	61400	Worker's Comp & Life Insurance	42,500	11,500
E7		**Sub-Total Class I**	**189,000**	

Class II Operations

E8	61330	Firefighter Physicals	1,000	
E9	61350	Strike Team Payments	85,000	(5,000)
E10	62200	Clothing & Personnel Equipment	4,000	(2,000)
E11	62225	Personnel Protective Equipment	3,600	600
E12	62300	Dispatch Fees	12,000	
E13	62350	Engine & Fire Fighting Supplies	6,000	(1,000)
E14	62375	Equipment (non-fire fighting)	2,500	500
E15	62400	Communication Equipment	4,000	(5,000)
E16	62500	Fire Prevention PR	2,800	(2,200)
E17	62550	Food Supplies	300	100
E18	62600	Fuel - Engines	7,500	
E19	62700	Facility Cleaning & Supplies	2,200	
E20	62750	Insurance - Buildings & Vehicles	12,000	
E21	62800	Membership & Subscriptions	1,750	(1,650)
E22	62810	Recognition and Awards	1,000	(2,700)
E23	62850	Medical Supplies	7,000	1,000
E24	62900	Office Supplies	2,500	
E25	62905	Office Equipment - Purchase	8,500	4,000
E26	62910	Office Equipment - Maintenance	1,000	

NORTH SAN JUAN FIRE PROTECTION DISTRICT
GENERAL FUND
REVISED FINAL BUDGET
2019 - 2020

E27	62950	Fees	2,000	
E28	63000	Nevada County Services	6,000	
E29	63050	Professional Services	11,000	2,000
E30	63055	Legal Services	15,000	(2,000)
E31	63400	Transportation & Travel	200	
E32	63500	Utilities	17,500	(1,500)
E33	63701	Structure Maintenance	5,500	500
E34	63703	Maintenance of Grounds	6,500	(500)
E35	63705	Equipment Maintenance	4,500	(3,500)
E36	63706	Engine Maintenance	18,000	(2,000)
E37	63707	Annual Equipment Maintenance	6,000	400
E38	63710	Grounds Improvements	4,500	800
E39	63800	Training & Materials	3,000	1,500
E40		**Sub-Total Class II**	**264,350**	
E41		***Class III --Restricted Expense***		
E42	64200	Debt Payment (see AB1600)	0	
E43	64300	Interest on Debt	0	
E44		**Sub-Total Class III**	**0**	
E45		**Estimated General Fund Payables**		**$453,350**
E46		Contingency Fund (10% of GF)	45,335	

GENERAL FUND BUDGET RECAP

B1	10720	Beginning Balance July 1, 2019		$186,514
B2		Restricted Capital Fund	$68,083	
B3		Contingency Fund	$45,335	
B4		Estimated Revenue		$350,511
B5		Estimated Expenses		($453,350)
B6		Estimated Ending Balance June 30, 2020		$83,675

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MITIGATION FUND (AB1600)
REVISED FINAL BUDGET
2019 - 2020

	REVENUE			
R1	70000	Permit Development Fees	$6,000	
R2	70100	Interest	$200	
R3		**ESTIMATED REVENUE**		**$6,200**
	EXPENSES			
E1	64200	Debt Service - General Fund	$0	
E3	64300	Debt Service - Interest	$0	
E4	80000	Debt Service - AB1600	$0	
E5	80500	Capital Expense		
E5		**ESTIMATED EXPENSES**		**$0**

	MITIGATION FUND BUDGET RECAP		
B1	10777	Beginning Balance July 1, 2019	$8,536
B2		Estimated Revenue	$6,200
B3		Estimated Expenses	$0
B4		Excess / (Deficit)	$14,736

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MEASURE Q FUND
REVISED FINAL BUDGET
2019 - 2020

		REVENUE		
R1	40300	Special Assessments	100,000	
R2	80100	Interest	2,600	
R3		**ESTIMATED REVENUE**		**$102,600**

		EXPENSE		
E1	80200	Enhanced EMT Training	4,000	
E2	80300	Firefighter Training	3,600	
E3	80400	Firefighter stipends	30,000	
E4	80420	Equipment	6,000	
E5	80500	Capital Equipment	217,000	
E6	80600	Capital Improvements	25,000	
E7	80700	Administrative	5,740	
E8	80800	Recruitment and Retention	5,000	
E9		**ESTIMATED EXPENSES**		**$296,340**
E10		Contingency Fund	29,634	

		MEASURE Q BUDGET RECAP		
B1	10717	Measure Q Beginning Balance July 1, 2019	$271,066	
B2		Contingency Fund $29,634		
B3		Estimated Revenue	$102,600	
B4		Estimated Expenses	($296,340)	
B5		Estimated Ending Balance June 30, 2020	$77,326	

7 B

Personnel Committee Description

1404.2. COMMITTEE RESPONSIBILITIES

- Committee members will provide the District with their names, addresses and telephone numbers.

- Committees shall report to the Board on member attendance, the status and/or progress of their task and any difficulties in meeting time limits.

- Committees are advisory to the Board and are not authorized to make decisions for nor speak on behalf of the District.

- The Operations and Personnel Manager will be responsible for notifying Committee members of meetings and posting notice.

- Committee recommendations to the Board shall be by majority vote of the appointed members.

- Notices and Committee reports shall be submitted to the Operations and Personnel Manager for record keeping.

1404.3 FINANCE COMMITTEE
(Section 1404.3 adopted 10/17/2006)

A Finance Committee, consisting of two Board members, the Finance and Facilities Manager, the Fire Chief, and a public member, will be constituted to make recommendations to the Board regarding adoptions and quarterly adjustments to the budget. Recommendations of the Finance Committee may only be changed by the Board.

1404.4 PERSONNEL COMMITTEE

A Personnel Committee, consisting of two Board members and the Fire Chief, will be constituted ad hoc to review applications for staff and Fire Chief positions when needed, to consider salary adjustments as necessary following employee performance evaluations, and to discuss similar personnel issues. Recommendations to the Board for action will be submitted as appropriate.

1405. APPOINTMENTS BY THE BOARD

1405.1. BOARD VACANCIES The Board may fill a vacant Board position by appointment or election as prescribed by Government Code Section 1780 et seq.

7 C

Resolution

2020-02

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417
e-mail: info911@nsjfire.org • www.nsjfire.org
Serving Since 1862

Resolution 2020-02

RESOLUTION CALLING GENERAL DISTRICT ELECTION NORTH SAN JUAN FIRE PROTECTION DISTRICT

WHEREAS, an election will be held within the North San Juan Fire Protection District on November 03, 2020 for the purpose of electing three members to the District Board of Directors; and

WHEREAS, whenever two or more elections are called to be held on the same day, in the same territory, or in part of the same territory, such elections should be consolidated;

NOW, THEREFORE, BE IT RESOLVED THAT an election be held on November 03, 2020 for the purpose of electing three members to the District Board of Directors; and

BE IT FURTHER RESOLVED THAT the North San Juan Fire Protection District requests the governing body of the County of Nevada, as prescribed by Elections Code Section 10402 and 10403 to consolidate the regularly scheduled district election with any other elections to be held on November 03, 2020, and

BE IT FURTHER RESOLVED THAT the Candidate is to pay for the publication of the candidate's statement, pursuant to Elections Code Section 10509. The limitation on the number of words that a candidate may use in his/her Candidate's Statement is 200 words; and

BE IT FURTHER RESOLVED THAT the North San Juan Fire Protection District agrees to reimburse the County of Nevada for the District's prorated share of the costs of the election.

PASSED AND ADOPTED as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 28th day of April 2020, by the following vote:

AYES: _____ NOES: 0 ABSTAIN: 0 ABSENT: 0

ATTEST:

Ed Beckenbach, Chair

Heidi Ryan, Board Secretary

NOTICE OF DISTRICT ELECTION

NORTH SAN JUAN FIRE PROTECTION DISTRICT

Notice is hereby given that a General District Election will be held in this district on November 03, 2020. There are 3 elective offices that are to be filled at that election for which candidates may be nominated, and the titles of the election to those offices are for short terms or long terms are as follows:

Title of Office	Name of Incumbent	Length of Term
Director	Ed Beckenbach	Four years
Director	Pat Leach	Four years
Director	Rhea Williamson	Four years

The policy of the North San Juan Fire Protection District with respect to payment of the costs of printing the 200-word Candidate's Statement of Qualifications that appear in the Sample Ballot Booklets is as follows (check one):

☐ The district will pay the cost.

☒ The candidate will pay the cost. If the candidate is to pay the cost, the County Clerk is authorized to require payment in advance and to determine the cost of printing, handling, and mailing the Candidate's statement.

Also enclosed is a copy of a map of the district boundary lines in compliance with Elections Code Section 10522.

Dated this 28th day of April, 2020.

District Seal

_____

District Secretary