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 23, 2020
AGENDA
This meeting will be held at Station 1, 10057 Reservoir Street, North San Juan, CA

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 26, 2020 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 – Jason Flores
     - **i.** May 2020 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach
     - **i.** Donations- May 2020
     - *Action* **ii.** Financials- May 2020: Disbursements, Cash on Hand, Funds Summary 🕮
     - *Action* **iii.** Revised Final Budget 2019-20 🕮
     - *Action* **iv.** Funds Transfer Authorization 🕮
     - *Action* **v.** Preliminary Budget 2020-21🕮
   - **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. **NEW BUSINESS**
   - *Action* **A.** Resolution 2020-05 Petty Cash Fund- Pat Leach 🕮
   - *Action* **B.** Election information- Ed Beckenbach🕮
   - **C.** Audit Contract Discussion – Pat Leach🕮
   - **D.** District Tablets – Ed Beckenbach
   - *Action* **E.** Resolution 2020-06 Capital Improvement Plan Update – Pat Leach 🕮
7. **NEXT MEETING: July 28, 2020**
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.

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Minutes

May, 2020

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
REGULAR MEETING
Tuesday, May 26, 2020
MINUTES- Draft

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

ABSENT: Tim Tschantz, Rhea Williamson. Quorum established.

1. **CALL TO ORDER:** Meeting called to order at 5:05 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   No public comment.
3. **CONSENT CALENDAR:**
   A. Minutes of April 28, 2020 Regular Board Meeting

   Bruce Boyd asked for the correction of a misused name in the minutes, then moved to approve the April 28, 2020, Pat Leach seconded, motion passed by unanimous vote.

4. **ANNOUNCEMENTS:**
   Ed Beckenbach relayed that the Grand Jury Report was released, and although it showed that we still have work to do on a few items, the report showed that we do not have substantive lacking on our part.

   Ed Beckenbach asked for a Finance Committee meeting to be scheduled.

   Ed Beckenbach relayed that Governor Newsome announced phase three of the State's reopening plan and suggested we consider having next month's Board meeting at station 1. Due to the hall size at Station 1, we will be able to ensure proper distancing, while also wearing masks and ensuring appropriate sanitization procedures are completed.

   Tim Tschantz entered during item 4

5. **REPORTS**
   A. Chief's Report – Chief, Jason Flores
      - Presented call statistics for April, 2020
      - Trainings – Firefighters are participating in trainings via email and online. Looking to move toward in person trainings with firefighters congregating at their designated station.
      - Fire season is in full swing, we had a five acre fire in Rice's Crossing area.
      - Conditions are dry, even with the recent rain.
      - CAL FIRE Station 42 is staffed.

- Forest Service is staffed.
- River rescues have increased with the increase in river flow on the South Fork of the Yuba.
- Medical Aids continue to be the majority of our calls.
- The Covid team continues to meet weekly.
- Jefferson Wilson is likely going to move to a reserve status with the Department.
- We do still have an Advanced EMT, Will Green, who is active.

Tom Browning- Covid-19 update

- The Covid-19 Committee (Chief Officers and Medical Supervisors) meets weekly.
- All our conditions we have in place are still valid.
- We continue to be an example for the community by wearing masks, keeping social distance, and disinfecting as much as possible.
- Medical Aids have increased last month, and although there are no active Covid-19 cases in the County, we continue to operate under all precautions.

B. Treasurer's Report – Pat leach

- Donations –$0 for the month of April 2020.
- Financials as of April 2020

We are still unable to access CAL Card online; information could not be verified so it is not presented here.

Bruce Boyd asked if the expenses for Worker's Comp is consistent with previous years. Pat Leach responded that the increase is due to strike team activity, otherwise expenses for Worker's Comp is consistent with previous years.

Boyd Johnson asked for clarification on a consulting expense to ACC Business. Lynn McGarva discovered that ACC was for internet services and needed to be reclassified as such.

After review of the financial reports, Bruce Boyd moved to accept the April 2020 financials as presented, Tim Tschantz seconded, motion passed by unanimous vote.

Rhea Williamson arrived during item 5 B ii

- Revised Final Budget

Pat Leach asked to move this item to the June Board meeting, there were no objections from Board Members.

C. District Manager's Report – Lynn McGarva
The Nevada County Auditor Controller has informed the Department that beginning June 8th, the County will be sending checks to vendors on our behalf.

This has the potential to create many problems for our Department. Ed Beckenbach suggested Lynn connect with other local fire districts to discuss the imposed changes. Rhea Williamson suggested Lynn could work with other fire districts to coordinate a response to the County expressing concerns on this change.

The County is also asking all employees to sign up for direct deposit. Lynn is working with firefighters to complete the required paperwork.

Tim Tschantz asked for the new office staff (Heidi Ryan and Lynn McGarva) to update the Board on how they are settling into their positions. Both Heidi Ryan and Lynn McGarva shared that they are enjoying their jobs and really like working together. Although they acknowledge they still have much to learn, they are proud of what they have accomplished in the last two months with little training.

D. Firefighters Association Report – Kritters Blevins
   - In general, only on-call personnel are responding to calls.
   - No meetings to report on.
   - Anticipated in-house trainings will help with morale.
   - Station Maintenance is being kept up.

E. LAFCo Report – Ed Beckenbach
   LAFCo budget and workload was approved for the upcoming year, budget increased by 4%, which means NSJFPD's fee will go from $282 to $295.

F. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
   - Fire Safe Council- Ridge Community members have been requesting defensible space advisory visits, although no one has responded to schedule as of yet.
   - Fire Wise Coalition – Board Members are encouraged to access Zoom meetings on the first Tuesday of the month, Jim Mathias of CAL FIRE and Jeff Pettitt of County OES both provide reports.
   - Ridge FireWise Communities (RFWC) – Looking forward to the San Juan Ridge Taxpayers Association hosting a meeting with all Ridge FireWise Communities to coordinate goals and efforts.

G. NCFA Report – Pat Leach.
   - No Meeting, no report.

6. NEW BUSINESS

A. Resolution 2020-03 Authorizing Nevada County Auditor Controller to Collect Special Taxes- Pat Leach

Pat Leach clarified that this is the original Fire Parcel Tax, there are no changes from previous years. Rhea Williamson moved to approve Resolution 2020-03 as presented, Bruce Boyd seconded, motion approved by roll call vote as follows:

Ed Beckenback – Aye
Tim Tschantz – Aye
Pat Leach – Aye

Bruce Boyd – Aye
Rhea Williamson – Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

B. Resolution 2020-04 Collection of Special Tax (Measure Q) – Pat Leach
A brief discussion ensued on whether the Board should consider a rate increase on Measure Q, both Ed Bechenback and Bruce Boyd expressed they were not interested in increasing the rate at this time. Ed Beckenbach suggested we agendized a discussion on a Measure Q rate increase at a future Board meeting, to formalize the discussion.

Pat Leach moved to approve Resolution 2020-04 as presented, Rhea Williamson seconded, motion approved by roll call vote as follows:
Ed Beckenback – Aye
Tim Tschantz – Aye
Pat Leach – Aye
Bruce Boyd – Aye
Rhea Williamson – Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

7. **NEXT MEETING:** June 23, 2020, location and time to be confirmed.
8. **ADJOURNMENT:** Meeting adjourned at 8:52 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

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Statistics

May, 2020

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	13	16								**61**
Vehicle Accident	1	3	3	1	3								**11**
Fire - Structure	2		2										**4**
Fire - Wildland		6	2	3									**11**
Fire - Structure/Wildland													**0**
Fire - Vehicle	1	1		1									**3**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	1	5	5	4	3								**18**
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		2								**3**
Totals:	**21**	**30**	**28**	**22**	**24**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**125**

Previous Years Summary				
2020	**2019**	**2018**	**2017**	**2016**
61	189	207	198	185
11	50	40	60	42
4	7	8	8	6
11	9	21	22	16
0	0	0	0	0
3	13	1	5	7
0	1	2	0	0
18	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
3	5	3	0	6
125	**347**	**347**	**350**	**306**

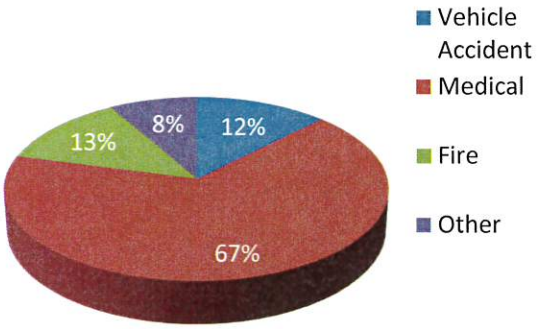
2020 Monthly Totals:	21	26	28	22	24	0	0	0	0	0	0	0	**121**
2019 Monthly Totals:	18	31	23	22	29	33	35	33	27	40	33	23	**347**
2018Monthly Totals:	24	23	24	25	30	38	40	37	28	27	25	26	**347**
2017 Monthly Totals:	31	35	21	17	25	33	51	40	34	32	16	15	**350**
2016 Monthly Totals:	21	13	25	24	25	34	30	36	23	31	21	23	**306**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4	4	3	4	3								**18**
Special Training			1										**1**
External Training		2											**2**
Work Party		1											**1**
Public Education													**0**
Public Service													**0**
Totals:	**4**	**7**	**4**	**4**	**3**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22**

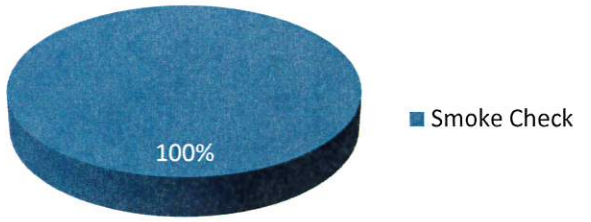
Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2020 Monthly Totals:	1	2	2	2	1								**8**
2019 Monthly Totals:	3	1	8	6	6	5	8	6	3	1	4	3	**54**
2018 Monthly Totals	3	1	1	2	7	6	8	4	7	1	5	2	**47**
2017 Monthly Totals:	5	1	3	3	2	7	18	4	4	6	1	0	**54**
2016 Monthly Totals:	1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

North San Juan Fire Department
Call Details
April 2020

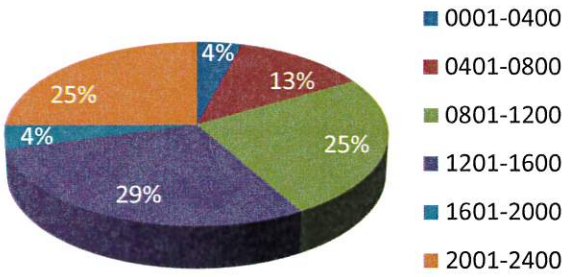
Call Type



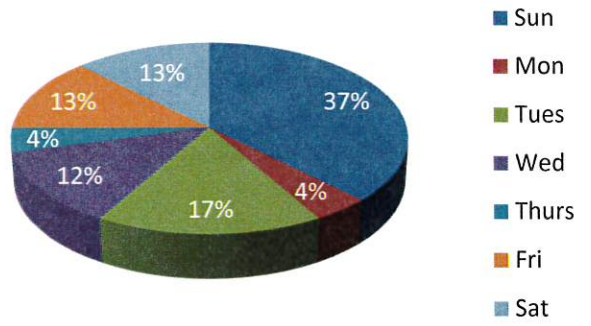
Fire Type



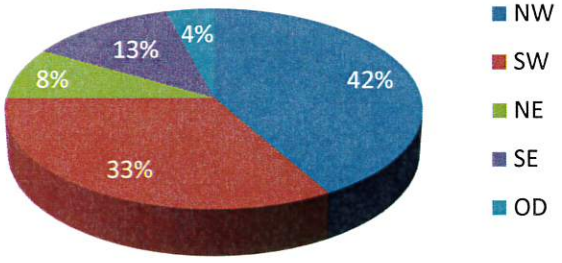
Time of Day

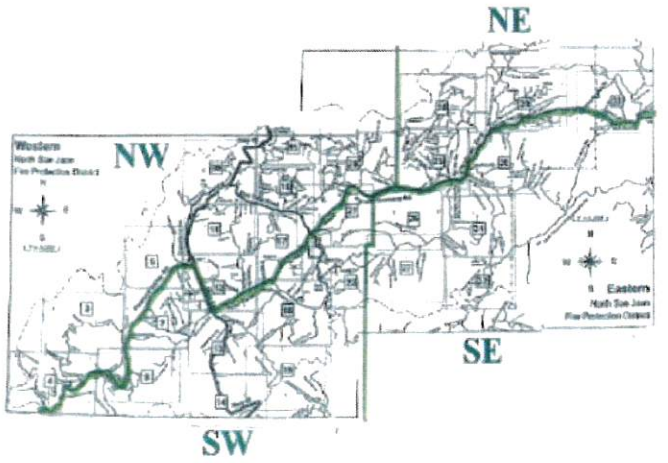


Day of Week



District Area





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Financials

May, 2020

NORTH SAN JUAN FIRE DISTRICT
General Fund - Expenses
May 1 - 31, 2020

General Fund	Date	Num	Name	Memo	Debit
	05/13/2020	221950	FDAC EBA	Insurance - Life April and May	199.77
	05/13/2020	221952	FF (reim)	Socket, hoses reimbursement	54.39
	05/13/2020	909050	Internal Revenue Service	IRS Empoyer April 2020 Wages	3,861.04
	05/13/2020	V964453	FF	DOT Physical	75.00
	05/13/2020	V964453	FF	Mileage Reimbursement	153.12
	05/13/2020	V964458	Banner Communications & Electronics	Radio Repair	113.94
	05/13/2020	V964470	Boyett Petroleum	Fuel	468.67
	05/22/2020	222312	Grass Valley Air Conditioning, Inc.	Maintenance Service call	111.42
	05/22/2020	222313	Life Assist, Inc.	Medical Supplies	361.53
	05/22/2020	222317	AT&T CALNET 3	Broadband / Internet	366.67
	05/22/2020	222318	Cal Fire/State Fire Training	Quarter Three Co-Op MOU	3,341.08
	05/22/2020	222321	FF	Mileage Reimbursement	110.20
	05/26/2020	221946	Earth and Road Works, Inc.	Road Base	1,304.66
	05/26/2020	221947	FF	Mileage Reimbursement	127.60
	05/26/2020	221948	FF	Mileage Reimbursement	149.06
	05/26/2020	221949	FF	Mileage Reimbursement	293.48
	05/26/2020	221951	FF	Mileage Reimb plus training ex	262.49
	05/26/2020	221953	SSV-EMS	Admin Fees	500.00
	05/26/2020	221954	Life Assist, Inc.	Medical Supplies	361.53
	05/26/2020	221955	FF	Mileage Reimbursement	73.08
	05/26/2020	221956	FF	Mileage Reimbursement	63.80
	05/26/2020	221957	FF	Mileage Reimbursement	158.34
	05/26/2020	221958	FF	Mileage Reimbursement	167.04
	05/26/2020	221959	EDD	State Payroll Taxes	1,647.39
	05/26/2020	222310	Nevada County Clerk - Recorder	Nevada County Elections	50.00
	05/26/2020	222311	Gold Country Copier,Inc.	Copier Maintenance	20.27
	05/26/2020	222314	Colantuono, Highsmith & Whatley, PC	General Council Advice	120.00
	05/26/2020	222315	FF	Stale Date Check Rewrite / Mile	216.92
	05/26/2020	222316	Wind, Rachel	Cleaning Station I	75.00
	05/26/2020	222319	FF	Mileage Reimbursement	89.32
	05/26/2020	222320	FF	Mileage Reimb plus training ex	331.31
	05/26/2020	V964445	FF	Mileage Reimbursement	31.32
	05/26/2020	V964472	FF	Mileage Reimbursement	395.56
	05/26/2020	V964724	FF	Mileage Reimbursement	34.80
	05/26/2020	V964725	Green, William J.	CE Training Provided/ Cardiac	100.00
	05/26/2020	V964729	FF	Mileage Reimbursement	81.78
	05/26/2020	V964734	Boyett Petroleum	Fuel	256.89
Total General Fund - Nevada County					16,128.47
TOTAL					16,128.47

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

	May 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10250 · Tri-Counties Bank	500.00
10717 · Measure Q - Nevada County Treasury (Fund 6717)	165,299.03
10720 · General Fund - Nevada County Treasury (Fund 6720)	92,229.43
10777 · Mitigation Fund - Nevada County Treasury (Fund 6777)	20,212.40
Total Checking/Savings	278,240.86
Total Current Assets	278,240.86

There was no activity in Tri-Counties Bank
There was no activity in Measure Q
There was no activity in Mitigation (AB1600)

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Revised Final Budget 2019-20

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

REVENUE

Line	GL Account #		*Adopted Budget*	*Actual Received*
R1	70000	Permit Development Fees	$9,860	$6,953.86
R2	70100	Interest	$140	$144.66
R3		**ESTIMATED REVENUE**		**$7,098.52**

EXPENSES

			Adopted Budget	*Proposed Change*
E1	64200	Debt Service - General Fund	$0	$0
E2	64300	Debt Service - Interest	$0	$0
E3	80000	Debt Service - AB1600	$0	$0
E4	80500	Capital Expense	$0	$0
E5		**ESTIMATED EXPENSES**	**$0**	**$0**

MITIGATION FUND BUDGET RECAP

B1	10777	Beginning Balance July 1, 2019	$10,953.53	
B2		Estimated Revenue	$7,098.52	R3
B3		Estimated Expenses	$0.00	E5
B4		Refund for Sprinklers	-$584.10	
B5	70000	Estimated Ending Balance June 30, 2020	**$17,467.95**	

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

REVENUE

Line	GL Account #		*Adopted Budget*	*Actual Received*
R1	40300	Special Assessments	100,000	106,069.05
R2	80100	Interest	2,600	2,695.43
R3		**ESTIMATED REVENUE**		**108,764.48**

EXPENSE

			Adopted Budget	*Expenses to Date*
E1	80200	Advanced EMR Training & Equipment	11,000	7,811.21
E2	80300	Firefighter Training	7,200	3,670.00
E3	80400	Firefighter stipends	30,000	29,999.80
E4	80420	Equipment	6,000	4,449.94
E5	80500	Capital Equipment	217,000	111,246.00
E6	80600	Capital Improvements	25,000	63,792.00
E7	80700	Administrative	5,740	6,625.47
E8	80800	Recruitment and Retention	5,000	2,860.65
			306,940	230,455.07
E9		**ESTIMATED EXPENSES**		**230,455.07**

MEASURE Q BUDGET RECAP

B1	10717	Beginning Balance July 1, 2019		271,990.87	
B2		Contingency Fund - 10% of Expenses	$23,046		
B3		Estimated Revenue		108,764.48	R3
B4		Estimated Expenses		-230,455.07	E9
B5		Estimated Ending Balance June 30, 2020		**150,300.28**	

NORTH SAN JUAN FIRE PROTECTION DISTRICT

MEASURE Q REVENUE HISTORY

MQ

		2020	2019	2018	2017	2016	2015		
	Income	106,069.05	100,366.71	101,356.37	97,858.00	102,478.68	100,183.86		
	Interest	2,695.43	2994.81	1426.66	1229.26	865.3	107.55		
	Total	108,764.48	103,361.52	102,783.03	99,087.26	103,343.98	100,291.41		
								Reserve	%
80200	Advanced EMR Training & Equip	13,051.74	12,403.38	12,333.96	11,890.47	12,401.28	12,034.97		12%
80300	Firefighter Training	8,701.16	8,268.92	8,222.64	7,926.98	8,267.52	8,023.31		8%
80400	Firefighter stipends	32,629.34	31,008.46	30,834.91	29,726.18	31,003.19	30,087.42		30%
80420	Equipment								
80500	Capital Equipment	18,489.96	17,571.46	17,473.12	16,844.83	17,568.48	17,049.54	104,997.39	17%
80600	Capital Improvements	19,577.61	18,605.07	18,500.95	17,835.71	18,601.92	18,052.45	111,173.70	18%
80700	Administrative	5,438.22	5,168.08	5,139.15	4,954.36	5,167.20	5,014.57		5%
80800	Recruitment and Retention	10,876.45	10,336.15	10,278.30	9,908.73	10,334.40	10,029.14		10%
	Total	108,764.48	103,361.52	102,783.03	99,087.26	103,343.98	100,291.41		100%

NOTE: Percentages were determined by the first Budget Committee members on August 26, 2014.

NORTH SAN JUAN FIRE PROTECTION DISTRICT

Calculations for: Funds Transfer from Measure Q to General Fund

Note: some payments require payment directly from the General Fund (i.e. Firefighter Stipends)

Expenses paid directly from Measure Q through 2/19/20

80200	AEMT Training & Equipment	2,610.37	*Training*
80300	Firefighter Training	2,870.00	*Software*
80400	Firefighter stipends	0.00	*Payroll*
80420	Equipment	0.00	
80500	Capital Equipment	111,246.00	*Engine Chassis*
80600	Capital Improvement	63,792.00	*#1 Solar System*
80700	Administrative	3,099.50	*#2 SCI Consultants, County fee*
80800	Recruitment and Retention	0.00	
	TOTAL	183,617.87	#3

Difference paid by General Fund to be reimbursed

	Total Estimated Expenses	230,455.07	
	Reconciled TOTAL Paid	-183,617.87	
	Unfunded	46,837.20	
9/26/2019.	Previously Transferred 1Q to General Fund	-26,535.00	#3
	Difference	**20,302.20**	

Note:
#1. 80600 - Funds previously requested on 9/24/2019 ($1040) not applied to Solar contract. Therefore, this amount is subtracted from the current requested transfer amount.
#2. Total expenses are for SCI Consultants, and a County Fee withdrawn from account.
#3. Amounts agree with County Reports.

NORTH SAN JUAN FIRE PROTECTION DISTRICT

Calculations for: Funds Transfer from Measure Q to General Fund

WORKSHEET Original Budget $306,940 - Current Expenses $230,455.07

	Current Expense	*Payments and 1Q Transfer*	*Remaining Expense*
AEMT Training & Equipment	7,811.21	3,470.00	4,341.21
Firefighter Training	3,670.00	0.00	3,670.00
Firefighter stipends	29,999.80	16,500.00	13,499.80
Equipment	4,449.94	0.00	4,449.94
Capital Equipment	111,246.00	111,246.00	0.00
Capital Improvement	63,792.00	63,792.00	-1,040.00
Administrative	6,625.47	4,611.50	2,013.97
Recruitment and Retention	2,860.65	0.00	2,860.65
TOTAL	230,455.07	199,619.50	29,795.57

Requested Transfer to General Fund **29,795.57**

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

REVENUE

Line	GL Account #		Adopted Budget	Actual Received	Difference
	Taxes				
R1	40010	Current Secured Tax	137,000	142,169.08	5,169
R2	40020	Prior Secured Tax		-55.86	(56)
R3	40030	Current Unsecured Tax	2,900	2,446.77	(453)
R4	40040	Prior Unsecured Tax	20	67.79	48
R5	40170	Supplemental Secured Tax	2,000	1,612.36	(388)
R6	40180	Supplemental Unsecured Tax	80	68.68	(11)
R7	40280	Supplemental Prior Unsecured	0	8.62	9
R8	40290	Fire Parcel Tax	40,000	43,955.00	3,955
R9		**Sub-Total Taxes**	**$182,000**	**190,272.44**	8,272
	Use of Funds and Property				
R10	43010	Interest General Fund	5,000	2,362.10	(2,638)
R11	46200	Misc. Revenue		375.00	375
	Inter-Gov				
R12	44190	Homeowners Exemption Reimb	1,000	1,175.31	175
R13	44960	Prop 172 Public Safety	26,000	24,149.55	(1,850)
R14	45000	Grants Received	0	0.00	0
R15		**Sub-Total Interest, Misc., Inter Governmental**	**$32,000**	**28,061.96**	(3,938)
	Misc Revenue				
R16	46180	Donations	0	1,750.00	1,750
R17	46230	Strike Team	105,000	162,531.03	57,531
R18	46275	Cost Recovery	1,000	0.00	(1,000)
R19	46574	NSJFPD Auxiliary	5,000	0.00	(5,000)
R20		**Sub-Total Other**	**$111,000**	**164,281.03**	53,281
R21	41000	Funds Transfer from Measure Q, 1st + 4th Qtr		**56,330.57**	**If no Transfer**
R22		**ESTIMATED GENERAL FUND REVENUE**		**438,946.00**	409,150.43

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

EXPENSE

Line	GL Account #		Adopted Budget	Proposed Change	Difference
		Class I Personnel			
E1	61100	Permanent Salaries	82,000	90,000.00	8,000
E2	61110	Employer tax expense	40,000	25,000.00	(15,000)
E3	61300	Volunteer Paid Call Reimb	10,000	10,056.72	57
E4	61305	Officer Incentive	2,000	2,000.00	0
E5	61310	Volunteer Incentive Program	12,000	9,451.61	(2,548)
E6	61400	Worker's Comp & Life Insurance	31,000	47,913.05	16,913
E7		**Sub-Total Class I**	**$177,000**	**184,421.38**	7,421
		Class II Operations			
E8	61330	Firefighter Physicals	1,000	693.01	(307)
E9	61350	Strike Team Payments	90,000	120,000.00	30,000
E10	62200	Clothing & Personnel Equipment	6,000	1,200.00	(4,800)
E11	62225	Personnel Protective Equipment	3,000	2,500.00	(500)
E12	62300	Dispatch Fees	12,000	11,000.00	(1,000)
E13	62350	Engine & Fire Fighting Supplies	7,000	9,500.00	2,500
E14	62375	Equipment (non-fire fighting)	2,000	2,200.00	200
E15	62400	Communication Equipment	9,000	3,000.00	(6,000)
E16	62500	Fire Prevention PR	5,000	500.00	(4,500)
E17	62550	Food Supplies	300	200.00	(100)
E18	62600	Fuel - Engines	7,500	8,500.00	1,000
E19	62700	Facility Cleaning & Supplies	2,200	2,000.00	(200)
E20	62750	Insurance - Buildings & Vehicles	12,000	11,873.00	(127)
E21	62800	Membership & Subscriptions	3,400	2,600.00	(800)

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

Line	GL Account #		Adopted Budget	Proposed Change	Difference
	Class II Operations - continued				
E22	62810	Recognition and Awards	3,700	900.00	(2,800)
E23	62850	Medical Supplies	6,000	10,000.00	4,000
E24	62900	Office Supplies	2,500	2,500.00	0
E25	62905	Office Equipment - Purchase	4,500	8,000.00	3,500
E26	62910	Office Equipment - Maintenance	1,000	1,000.00	0
E27	62950	Fees	2,000	2,500.00	500
E28	63000	Nevada County Services	6,000	7,000.00	1,000
E29	63050	Professional Services	9,000	7,000.00	(2,000)
E30	63055	Legal Services	17,000	11,500.00	(5,500)
E31	63400	Transportation & Travel	200	200.00	0
E32	63500	Utilities	19,000	14,000.00	(5,000)
E33	63701	Structure Maintenance	5,000	5,300.00	300
E34	63703	Maintenance of Grounds	7,000	7,000.00	0
E35	63705	Equipment Maintenance	8,000	3,500.00	(4,500)
E36	63706	Engine Maintenance	20,000	11,500.00	(8,500)
E37	63707	Annual Equipment Maintenance	6,400	5,100.00	(1,300)
E38	63710	Grounds Improvements	5,300	3,000.00	(2,300)
E39	63800	Training & Materials	4,500	4,300.00	(200)
E40		**Sub-Total Class II**	**$287,500**	**280,066.01**	(7,434)
Line	***Class III --Restricted Expense***				
E41	64200	Debt Payment (see AB1600)	0	0.00	
E42		**Sub-Total Class III**	**0**	**0.00**	
E43		**ESTIMATED GENERAL FUND EXPENSES**		**464,487.39**	

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

		GENERAL FUND BUDGET RECAP			
	GL Account #				
B1	10720	Beginning Balance July 1, 2019		193,420.47	
B2		Restricted Capital Fund	$68,083		
B3		Contingency Fund - 10% of Expenses	$46,449		
B4		Estimated Revenue		438,946.00	R22
B5		Estimated Expenses		-464,487.39	E43
B6		**Estimated Ending Balance June 30, 2020**		**167,879.08**	

5 B iv

Funds Transfer Authorization

NORTH SAN JUAN FIRE PROTECTION DISTRICT

FUNDS TRANSFER AUTHORIZATION

The Board of Directors of the North San Juan Fire Protection District, during a Regular Meeting on Tuesday, June 23, 2020, has authorized the following transfer of revenue **from** its Measure Q Fund (6717) **to** its General Fund (6720).

Amount of Transfer: $29,795.57

By a Vote of: YES _____ NO _____

_____ _____

Ed Beckenbach, Chair Pat Leach, Treasurer

Submitted By:

_____

Heidi Ryan, Board Secretary

Attached: Request Detail

NORTH SAN JUAN FIRE PROTECTION DISTRICT

REQUEST FOR FUNDS TRANSFER

FROM: MEASURE Q (Acct # 6717)

TO: GENERAL FUND (Acct # 6720)

4Q 2019-2020

	Funds Required
AEMT Training & Equipment	$4,341.21
Firefighter Training	$3,670.00
Firefighter stipends	$13,499.80
Equipment	$4,449.94
Capital Equipment	$0.00
Capital Improvement	-$1040.00
Administrative	$2,013.97
Recruitment and Retention	$2,860.65
TOTAL	**$29,795.57**

5 B v

Preliminary
Budget 2020-21

8:38 AM
06/07/20
Cash Basis

NORTH SAN JUAN FIRE DISTRICT
Profit & Loss Budget vs. Actual
July 1, 2019 through June 7, 2020

	Prelim FY20-21
Ordinary Income/Expense	INCOME
INCOME	FLEXIBLE AMOUNT
40000 · Tax Revenue	NOT SPECIFIC TO RESPONDING
40010 · Current Secured Tax	Property Tax - default's possible
40020 · Prior Secured Taxes	
40030 · Current Unsecured Tax	
40040 · Prior Unsecured Tax	
40170 · Supplemental Secured Tax	
40180 · Supplemental Unsecured Tax	
40280 · Supplemental Prior Unsecured	
40290 · Fire Tax Revenue	Parcel Tax
40300 · Measure Q Revenue	restricted usage
Total 40000 · Tax Revenue	
43000 · Inter Governmental	
43010 · Interest Income General Fund	
44190 · State Homeowner's Exemption	
44960 · Proposition 172 Public Safety	from County Sales Tax Revenue
45000 · Grants Received	
Total 43000 · Inter Governmental	
46100 · Miscellaneous Revenue	
46180 · Donations-Cash	
46190 · Donations - Non cash	
46209 · Strike Team Equipment	
46210 · Station #1 Rental	
46220 · Station #3 Rental	
46230 · Strike Team	net income is about 10%
46240 · Fees for Service & False Alarms	
46250 · CPR/First Aid Classes	
46260 · Road Sign	
Total 46100 · Miscellaneous Revenue	
TOTAL INCOME	
EXPENSES	
Cost of Goods Sold	
50000 · Cost of Misc Revenue	
50100 · Road Sign Manufacturing	
51200 · CPR/First Aid Public Classes	
Total 50000 · Cost of Misc Revenue	
50001 · Cost of Goods Sold	
Expense	
55000 · Grant Expenses	
61100 · Permanent Salaries	
61110 · Employer Tax Expense	
61100 · Permanent Salaries - Other	

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06/07/20
Cash Basis

NORTH SAN JUAN FIRE DISTRICT
Profit & Loss Budget vs. Actual
July 1, 2019 through June 7, 2020

	Prelim FY20-21
61300 · Volunteer Paid Call	
61305 · Officer Incentive	
61310 · Volunteer Incentive Program	
61311 · Mileage reimbursement for FF	
61312 · Volunteer Paid Training	
61330 · Firefighter Physicals	
61340 · First Aid/CPR Training	
61350 · Strike Team Payments	
61400 · Insurance (Personnel)	
61410 · Workers' Comp	
61415 · Workers' Comp Spec Assessment	
61420 · Life and Accident	
61400 · Insurance (Personnel) - Other	
62000 · Class 2 - Operating Expense	
62200 · Clothing & Personnel Items	
62225 · PPE	
62226 · Supplies	
62300 · Dispatch Fees (ECC)	
62350 · Engine & Fire Fighting Supplies	
62375 · Equipment (non-fire fighting)	
62400 · Communicating Equipment	
62401 · Radios/Pagers/Phones Purchase	
62402 · Radios/Pagers/Phones Repair	
Total 62400 · Communicating Equipment	
62500 · Fire Prevention-Public Relation	
62510 · Newsletter	
62520 · Advertising	
62530 · CPR/First Aid Public Classes	
62540 · Other	
62560 · FF Service to Community	
Total 62500 · Fire Prevention-Public Relation	
62550 · Food Supplies	
62600 · Fuel Engines & Vehicles	
62700 · Cleaning & Supplies	
62750 · Insurance (Bldg, Veh & Liab)	
62800 · Memberships & Subscriptions	
62810 · Recognition & Awards	
62850 · Medical Supplies	
62900 · Office Supplies	
62902 · Postage	
62900 · Office Supplies - Other	
62905 · Office Equipment Purchase	
62910 · Office Equipment Maintenance	
62950 · Fees-Administrative	

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Cash Basis

NORTH SAN JUAN FIRE DISTRICT
Profit & Loss Budget vs. Actual
July 1, 2019 through June 7, 2020

	Prelim FY20-21
63000 · Nevada County Charges	
63010 · Nevada County Elections	
63050 · Professional Services	
63051 · Bookkeeping Contract (Payroll)	
63052 · Audit Bookkeeping	
63053 · Other bookkeeping services	
63054 · Audit Services	
63055 · Legal	
63057 · Background checks, etc.	
63060 · Consultant	
63065 · Measure Q Expense	
63060 · Consultant Other	
Total 63050 · Professional Services	
63250 · Street Sign Manufacturing	
63400 · Transportation/Travel	
63500 · Utilities	
63510 · Telephone Service	
63520 · Propane	
63530 · Electric Service	
63535 · Sewer Station #1	
63540 · Cell Phone Service	
63550 · Satellite TV Service	
63560 · Wireless Internet/Web Page	
63570 · Broadband Internet Service	
63700 · Maintenance	
63701 · Maintenance of Structures	
63703 · Maintenance of Grounds	
63705 · Maintenance of Equipment	
63706 · Maintenance of Apparatus	
63707 · Annual Equip Maint	
63710 · Grounds & Buildings (major)	
63800 · Training	
63850 · Training Staff/Board/Admin	
63860 · Training firefighters	
Total 63800 · Training	
65410 · New Equipment-FF/Mitigation	
65600 · Payroll Expenses	
Measure Q Restricted Funds	
80200 · Advanced EMT Training 12%	
80210 · AEMT Training	
80220 · Equipment	
80230 · Other	
80300 · Firefighter Training 8%	
80310 · Training	

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06/07/20
Cash Basis

NORTH SAN JUAN FIRE DISTRICT
Profit & Loss Budget vs. Actual
July 1, 2019 through June 7, 2020

	Prelim FY20-21
Total 80300 · Firefighter Training	
80400 · Firefighter Stipends 30%	
80410 · Paid Call	
80430 · Other	
80420 · Equipment	
80500 · Capital Equipment 17%	
80600 · Capital Improvements 18%	
80700 · Administration 5%	
80800 · Recruitment & Retention 10%	
Total Expense	
46561 · Phones (New Phones/OES)	
46572 · Fire Safe Council	
46573 · Pagers (New Pagers)	
46575 · Radios (FEMA/Radios)	
46580 · Turnouts (New Turnouts/FEMA)	
46290 · Grants - Other	
Total 46290 · Grants	
46500 · Fema Grant 06913 Revenue	
46560 · BLM Grant Revenue (Rural Fire)	
46570 · AED Grant (Defibralators)	
46571 · Nevada County Fire Chiefs Assoc.	
70000 · Mitigation Fee Revenue	
70100 · Interest Income Mitigation Fund	
801000 · Interest Income - Measure Q	
Other Expense	
64200 · Debt Payments (Leases)	New Type 3 due in November 2020
64300 · Interest Expense (Leases)	
64300MI · Interest Exp (Leases)-Mitigation	

6 A

Resolution

2020-05

Petty Cash Fund

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

Serving Since 1862

Resolution 2020-05

RESOLUTION AUTHORIZING THE NAMING OF THE CUSTODIAN OF THE REVOLVING PETTY CASH FUND

WHEREAS, Fire district operations require several small purchases to be made within the local area; and,

WHEREAS, Paying small bills through the regular governmental system is time consuming and costly; and,

WHEREAS, Paying of such bills within a petty cash account will result in savings to the fire district;

NOW THEREFORE BE IT RESOLVED, the District's revolving petty cash fund with a maximum dollar amount not to exceed five hundred dollars ($500.00) is established with Tri-Counties Bank and that Lynn McGarva, the District's Finance Manager is designated and so named custodian of that account. The purpose for which these funds may be used will be limited to short term District liabilities requiring immediate payment. The same individuals authorized to request County Warrants are also authorized to request payments and sign on this account as long as funds are available. Additionally, each warrant drawn to reimburse the fund shall contain an itemized account of expenditures.

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 23rd day of June, 2020, by the following vote:

AYES: ____ NOES: ____ ABSTAIN: ___ ABSENT: ___

Ed Beckenbach, Board Chair

Heidi Ryan, Board Secretary

6 B

Election Information

The County of Nevada

CLERK-RECORDER/REGISTRAR OF VOTERS

GREGORY J. DIAZ

950 Maidu Ave. Suite 210, Nevada City, CA 95959 • Recorder (530) 265-1221 • (530) 265-9842
950 Maidu Ave. Suite 210, Nevada City, CA 95959 • Elections (530) 265-1298 • (530) 265-9829
mynevadacounty.com/recorder mynevadacounty.com/elections

MEMO

TO: COUNTY SPECIAL DISTRICTS

FROM: ALI O'BRIEN ELECTIONS OFFICE

DATE: 6/4/2020

RE: NOVEMBER 3, 2020 CANDIDATE FILING

Due to the COVID-19 crisis, the Nevada County Elections Office is implementing a new online process to streamline candidate filing.

Candidates may now start the filing process on our website at:

MyNevadaCounty.com/CandidateFiling

By clicking the "Candidate Filing Application" button, candidates will be directed to an online portal, where they will complete a filing worksheet. Upon submission of the worksheet, elections staff will verify eligibility of the submitter, email filing packets, and schedule in-person appointment times.

Candidate filing begins on July 13th and closes on August 7th at 5:00 pm. If an incumbent has not filed, the filing period deadline is extended to August 12th at 5:00 pm.

We highly encourage candidates to use our online system, which we are sure will save you time, allow you to adhere to social distancing requirements, and reduce the risk of spreading illness.

Please do not hesitate to contact us with questions.

Best regards,

Ali O'Brien
Clerk Recorder II
ali.obrien@co.nevada.ca.us
530-265-1604

6 C

Audit Contract Discussion

SMITH & NEWELL

CERTIFIED PUBLIC ACCOUNTANTS

May 18, 2020

North San Juan Fire Protection District
PO Box 299
North San Juan, CA 95960

Enclosed are two copies of our proposal to audit the financial statements of North San Juan Fire Protection District for the years ended June 30, 2020, 2021 and 2022.

The California State Controller's Office has established Government Code Section 12410.6.(b) regarding auditor rotation requirements of public accounting firms providing audit services to local agencies. This requirement stipulates that entities must change audit firms for a minimum of one year after reaching the maximum of six continuous audit years. The rotation period for North San Juan FPD starts with the June 30, 2020 year, however, some entities have requested a waiver due to extenuating circumstances.

If this proposal meets with your understanding of the engagement please sign both copies and return **one** signed copy to our office for our records. If you have any questions concerning this proposal please give me a call at (530) 673-9790.

Sincerely,

Norman Newell, CPA
Partner

Encl. (2)

RECEIVED
MAY 20 2020
BY: HR

950 THARP ROAD, SUITE 502 YUBA CITY, CA 95993 TEL: (530) 673-9790 FAX: (530) 673-1305 ACCOUNTING@SMITHANDNEWELL.COM

6 E

Resolution 2020-06 Capital Improvement Plan

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

Resolution 2020-06

RESOLUTION TO UPDATE CAPITAL IMPROVEMENT PLAN

WHEREAS, the Board of Directors of the North San Juan Fire Protection District did, pursuant to Government Code Section 66000 et seq., adopt Resolution 91-13, creating and establishing a fee for new development within the District to finance capital equipment and facilities expenditures; and

WHEREAS, said Board did adopt Resolution 2003-04 on June 3, 2003 adopting a Capital Improvement Expenditure Plan for 2003-2008;

NOW THEREFORE BE IT RESOLVED that the North San Juan Fire Protection District Board of Directors duly adopts an Update to the Capital Improvement Expenditure Plan as outlined in the accompanying Exhibit A – 2020-24 Capital Improvement Plan, as per Government Code Section 66002;

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 23rd day of June 202020, by the following vote:

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

ATTEST:

_____ _____

Ed Beckenbach, Board Chair Heidi Ryan, Board Secretary

EXHIBIT A

Resolution 2020-06

2020-24 Capital Improvement Plan

IMPROVEMENT PROJECT	CAPITAL COST 2020	CAPITAL COST 2021	CAPITAL COST 2022	CAPITAL COST 2023	CAPITAL COST 2024	TOTAL ESTIMATED COST
STATION # 1 ADA IMPROVEMENTS: NEW RESTROOMS ($140,000.00)		DESIGN & ENGINEERING $20,000.00	CONSTRUCTION $120,000.00			$140,000.00
STATION # 1 RENOVATION AND REPAIRS: KITCHEN & HALL: ($380,000.00)			DESIGN & ENGINEERING $36,000.00	CONSTRUCTION $172,000.00	CONSTRUCTION $172,000.00	$380,000.00
NEW STATION # 4: ($240,000.00)				DESIGN & ENGINEERING $20,000.00	CONSTRUCTION $220,000	$240,000.00
N. SAN JUAN WATER SYSTEM DISTRICT: $160,000.00. COUNTY: $2,000,000.00			$30,000.00	$30,000.00	$100,000.00	$160,000.00
DISTRICT WIDE WATER STORAGE 6 - 30,000 GAL TANKS ($180,000.00)			2 TANKS $60,000.00	2 TANKS $60,000.00	2 TANKS $60,000.00	$180,000.00
ENGINE BAY EXTENSION: ($140,000.00			DESIGN & ENGINEERING $16,000	CONSTRUCTION $130,000.00		$146,000.00
YEARLY CAPITAL SET-ASIDE OR EXPENDITURE	$173,200	$173,200	$173,200	$173,200	$173,200	$866,000.00

NOTES:

1 TOTAL ESTIMATED COST INCLUDES DIRECT DISTRICT CAPITAL EXPENDITURE.
2 TOTAL PROJECT ACTUAL COST INCLUDES DISTRICT BORROWING & COST SHARING
3 TOTAL DISTRICT ESTIMATED CAPITAL EXPENDITURE 2020 - 2024: $866,000.00
4 TOTAL ESTIMATED FINANCING (TRANS, LEASE, BONDS, GRANTS): $692,800.00 (80%)