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, December 1, 2020
AGENDA

Due to Covid-19, This Board Meeting will be held via Zoom
To access the Board Meeting by phone:
Dial: 1-669-900-6833
Meeting ID: 965 6053 3243, Passcode: 883456

1. **5:00 P.M. – CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

2. **5:01 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 October 27, 2020 Regular Board Meeting 🕮
- **B.** Correspondence 🕮

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.** October 2020 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach
     - **i.** Donations- October 2020 🕮
     - *Action* **ii.** Financials- October 2020: Funds Summary, Disbursement Detail, Deposit Detail, CalCard🕮
   - **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**
   - *Action* **A.** Sick Leave Policy – Bruce Boyd 🕮
   - **B.** Water Storage Committee Update – Bruce Boyd

7. **NEW BUSINESS**
   - **A.** Zach Pehling Introduction – Pat Leach
   - **B.** Community Outreach on Fire Prevention Discussion- Ed Beckenbach
   - *Action* **C.** Board Vacancy – Bruce Boyd 🕮
   - *Action* **D.** OES Information Sharing – Pat Leach
   - *Action* **E.** District Manager of Finance and Facilities, District Manager of Operations and Personnel Salary – Bruce Boyd🕮
   - **F.** CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluations: Fire Chief
   - **G.** Report on Closed Session

8. **NEXT MEETING: January 26, 2021**

8. **ADJOURNMENT**

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

3 A

Draft Minutes of October 27, 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, October 27, 2020
Draft Minutes

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

ABSENT: Tim Tschantz, Vice Chair.

1. **CALL TO ORDER:** Meeting called to order at 5:00 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   Liz Walsh first thanked the Board Members for their service. Mrs. Walsh then provided an overview of her neighborhood and asked if the Fire Department could assist with outreach to the community to help ensure proper fire prevention work is completed.
3. **CONSENT CALENDAR:**
   - Minutes of September 22, 2020 Regular Board Meeting

   Rhea Williamson moved to approve the September 22, 2020 minutes, Bruce Boyd seconded, motion passed by unanimous vote as follows:
   Pat Leach – Aye
   Bruce Boyd – Aye
   Rhea Williamson – Aye
   Ed Beckenbach – Aye

   Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

4. **ANNOUNCEMENTS:**
   Pat Leach relayed that Nevada County OES has been in contact with Heidi Ryan, Pat Leach, and Sara Greensfelder regarding information on the Public Safety Power Shutoff (PSPS). OES is also interested in identifying responsible entities to commit to sharing information and hosting sandwich boards to put around the Ridge Community for information sharing. Pat wants to know if the Fire Department wants to commit to this roll. Pat suggested we agendize this topic for the next meeting.

   Rhea Williamson announced that the West Sages Firewise Community has been approved.

   Rhea Williamson addressed the Public Comment made by Liz Walsh, concurring with Mrs. Walsh's concern and request. Ed Beckenbach then asked to have the topic of *Community Outreach for Fire Prevention* aggendized.

Rhea Williamson announced that she has officially stepped down from the San Juan Ridge Taxpayers Association Board.

Ed Beckenbach relayed that Milhous school would like to rent station 1 for two separate dates (November 17 and December 11), but Ed has decided that we will not be allowing rentals at this time.

5. REPORTS

A. Chief's Report – Battalion Chief, Boyd Johnson

- Department was poised for the red flag event.
- Engineers Rick Mead and Judy Stead have stepped up considerably to cover the District when firefighter availability was low.
- Catching up on maintenance with fire trucks, four vehicles have been to the shop in the last month.

B. Treasurer's Report – Pat leach

i. Donations – Donations were received as follows: $950 for the month of September 2020.
ii. Financials- September 2020: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card.

Boyd Johnson asked for clarification on multiple line items on the disbursement detail report. Lynn McGarva and Pat Leach were able to add clarification. Boyd asked for more detail on purchases made on the Cal Card with Staples and Amazon and requested Amazon Analytics accompany the financial reports. Lynn McGarva assured Boyd moving forward she will provide more detail on Staples and Amazon purchases.

Rhea Williamson asked for clarification on the Deposit Detail report regarding Mother Trucker's Market. Pat Leach responded that the Department had a broadband internet partnership with Mother Trucker's Market that is currently going through some changes.

Some of the strike teams incurred lodging and meal expenses, staff needs to confirm which expenses are reimbursable. Battalion Chief Browning said all the expenses he incurred will be reimbursed through the State, and he will review the expenses incurred by the Water Tender crew to determine their eligibility for reimbursement.

Pat Leach announced that the District has formally amended our agreement with the leasing agency for the new fire engine to reflect the delays at Rosenbauer.

After review of the financial reports, Bruce Boyd moved to accept the September 2020 Financials as presented, Pat Leach seconded, motion passed by unanimous vote as follows:

Pat Leach – Aye
Bruce Boyd – Aye

Rhea Williamson – Aye
Ed Beckenbach – Aye

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

iii. Budget vs. Actual as of September, 2020

Pat Leach announced that Lynn McGarva has completed the new company in QuickBooks it is balanced to the County's record. However, some reports are printing in a format that is not what the Board is used to seeing. Pat and Lynn will continue to iron out the new company in QuickBooks.

Pat Leach reminded the Board that the Finance Committee will present an Adjusted Budget in January, which will provide a much clearer picture of the finances.

Rhea Williamson asked for clarification on the insurance expense, specifically why the amount paid for the first quarter was almost as much as was budgeted for the year. Lynn McGarva confirmed that is an annual payment that is paid in the first quarter, it is not a monthly or quarterly expense.

C. District Manager's Report – Lynn McGarva

Lynn McGarva updated the Board on a clerical mistake made by the County which resulted in Penn Valley Fire Departments Cal Card payment being applied to our account. Lynn has relayed her concerns on this matter with Supervisor Hoek.

D. Firefighters Association Report – Kritters Blevins

- Last meeting was September 16, next meeting is tomorrow, October 28.
- Main focus at the next meeting is firefighter retention and fostering growth with new firefighters. The Association has come up with a new firefighter training list to help recruits complete the matrix.
- Developing a firefighter mentor program, with Captains appointing mentors.
- All the new pants have been received, firefighters are very happy with them. Kritters is developing an inventory of the pants as they are considered Department owned.
- New officers will be selected at the next meeting as well.

E. LAFCo Report – Ed Beckenbach

No meeting, no report.

F. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach

Fire Safe Council is still working on creating helpful videos to make available on multiple platforms.

West Sages, Ananda, Hyatt/Blue Sage, Montezuma Ridge, Jackass Flatt, and Salmon Mine/East Sages are all certified Firewise Communities now. We have also submitted Robinson/Byron/Brem, Cruzon Grade, and French Corral. Three

others are close to submission. Much of this work is being done by Joanne Fites-Kaufman.

G. **NCFA Report – Pat Leach.**
Last meeting involved a lot of budget approval. North San Juan Fire's portion of the cost for the JPA has gone up $25.53 this year, we will be receiving an invoice for $1,344.66. The group approved the service contract for the next 10 years with Banner Communications, as well as a 10 year agreement with Oregon Peak. Additionally, the group signed the agreement with CAL FIRE, Pat Leach was surprised to see how much service CAL FIRE provides for a relatively small cost.

6. OLD BUSINESS

A. Auditor Update- Pat Leach
Zach Pehling has received a thumb drive with a copy of our QuickBooks and will soon receive our retainer. He will be in the office November 10th.

B. Water Storage Committee Update- Bruce Boyd
Chief Flores, Rhea Williamson, Bruce Boyd, Rich Mead, and Kurt Lorenz all met and had a productive discussion. The Committee will meet again on Tuesday, November 10 and do a field trip to look at potential water storage sites throughout the district and come up with some recommendations. Rich Mead's site along Cruzon Grade is still a prime spot in the District, other areas of interest are French Corral, North San Juan, and Tyler Foote near Highway 49. Rhea Williamson added that the group discussed Grants and possible funding opportunities, she is waiting for feedback on inquiries.

Ed Beckenbach asked if water sourcing was discussed. Bruce replied that the topic was discussed, but it is early in the process for definitive decisions.

Rhea Williamson said the group identified questions that would need to be answered in order to set up any kind of program that would be fair and open ended.

7. NEW BUSINESS

A. CLOSED SESSION: Public Employee Performance Evaluation (Gov. Code § 54957)
Title: District Manager of Finance and Facilities
Title: District Manager of Operations and Personnel

B. Report on Closed Session
The Board received evaluations on the two District Managers and are pleased with both. No action was taken.

C. NEXT MEETING: November 17, 2020, time and location to be determined.

D. **ADJOURNMENT:** Meeting adjourned at 6:26 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

3 B

Correspondence

Liz Walsh
[redacted]

North San Juan Fire District
Board of Directors

October 28, 2020

Hello, Ed, Bruce, Pat, Rhea, Tim,

I just wanted to express again my gratitude for your continued service to our community. I know how thankless volunteering for such work can be, but it's also very satisfying to know that the effort expended is making the community a better place for everyone. I am really glad one of you suggested that I participate on the Finance Committee and come to the Board meetings as a sort of representative of the public. I feel honored to be thought of as somehow helpful to the District, and I do intend to be as faithful in attendance as possible.

Unfortunately, we are planning to be away around the date of your November meeting, so I will likely miss it. I wanted to make public comment at that meeting so will offer this written statement instead.

I received the Board packet an entire week before the October meeting and you should know how helpful it is to actually have sufficient time to spend with the business being discussed. Even more time would be great, but a week for October would have been very good if not for PSPS during which I could not turn on my computer to actually read the packet. As it was, I did not have opportunity to look at it until Tuesday morning when I picked up the hard copy and so felt rather unprepared. I know that the PSPS was an unusual occurrence, but I am very interested in what the District is doing, especially since I have a business history with it. I plan to get more on board with things and might begin asking more questions. Please let me know if I become a pest.

I am looking forward to the next meeting after November and encourage you to continue producing the packet as early as possible.

I am wishing you all happy holidays early in case I don't have opportunity to see you before they actually occur.

Kindest regards,

Liz Walsh

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October 2020

Statistics

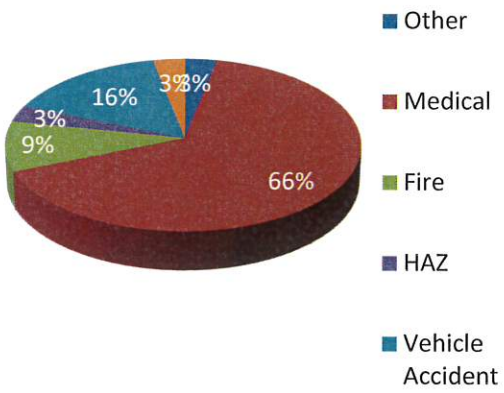
NSJFPD INCIDENT RESPONSE DETAIL -October 2020

Date	ER Type	Location	Minutes	Number of Personnel	Notes	Out of District Responses	Response Time
10/1	DSC	Tyler Foote (023389)	99	3	Ceremonial Fire		
10/2	VA	Hwy 49 (023468)	90	4	Non-Injury		19
10/3	MA	Edwards X'ing (023611)	36	6	SNMH Transport		19
10/4	MA	Milhous (023703)	7	1	Canceled		
10/4	MA	Milhous (023705)	16	1	False Alarm		15
10/5	VA	Hwy 49 (023750)	32	4	No Patient		15
10/5	MA	Ranikhet (023794)	43	2	SNMH Transport		15
10/8	MA	Cruzon (024004)	39	4	Self Transport		22
10/8	VA	Tyler Foote (024007)	8	3	Canceled		
10/8	VA	South Yuba (024015)	52	4	SNMH Transport		12
10/11	MA	Sages (024287)	44	2	Patient Contact		14
10/12	PA	Tyler Foote (024374)	22	1	Life Assist		16
10/12	MA	Sages (024376)	34	1	Canceled		
10/12	MA	Tyler Foote (024416)	56	2	AMA		7
10/13	O	Salmon Mine (024441)	14	1	False Alarm		11
10/13	MA	Clinic (024466)	40	1	SNMH Transport		31
10/16	FW	Robinson (024691)	49	5	Extinguished		6
10/16	MA	Tyler Foote (024756)	44	3	SNMH Transport		5
10/18	VA	Tyler Foote (024929)	26	1	UTL		
10/19	MA	Shady Creek (024979)	2	1	Canceled		
10/20	MA	Yellow Pine (25046)	61	1	Released from staging		
10/20	MA	Super Stop (25059)	35	1	SNMH Transport		19
10/20	MA	Hwy 49 (25089)	52	3	SNMH Transport		11
10/21	MA	Longpoint (25135)	240	3	Patient Contact		23
10/21	MA	Hwy 49 (25138)	37	2	SNMH Transport		17
10/21	MA	Badger Hill (25156)	9	3	Canceled		
10/21	HC	Badger Hill (25157)	32	3	UTL		
10/23	MA	Sierra Family (25286)	30	2	Patient Contact		8
10/25	DSC	Badger Hill (25407)	36	2	Out on Arrival		12
10/26	MA	Tyler Foote Xing (25626)	17	3	UTL		
10/30	MA	Ivey (25935)	16	2	UTL		
10/31	MA	Hoyt (26042)	84	3	UTL		

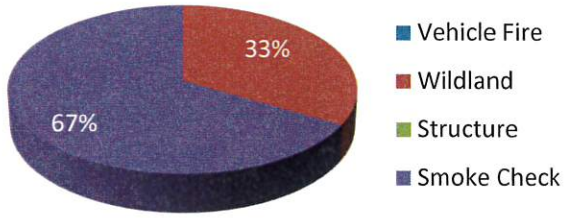
Total Calls:	**32**
Total Man Hours:	**64.15**
Average FF/Call:	**2.4**

North San Juan Fire Department
Call Details
October 2020

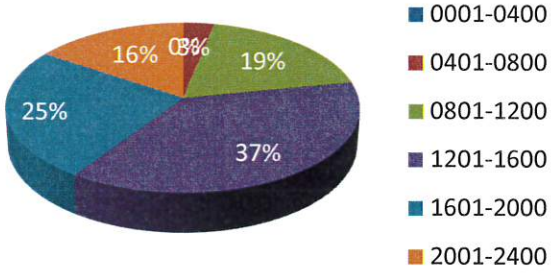
Call Type



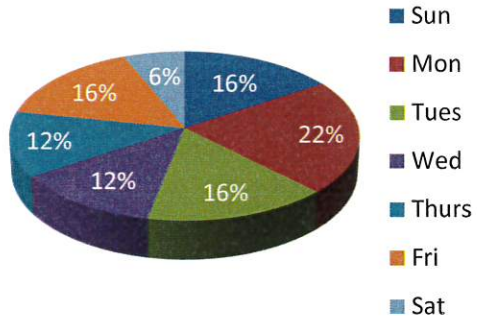
Fire Type



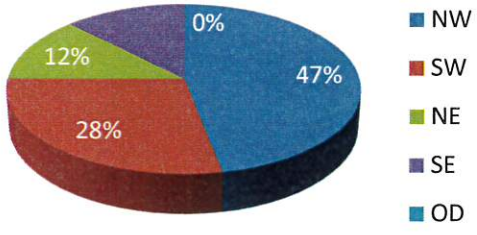
Time of Day

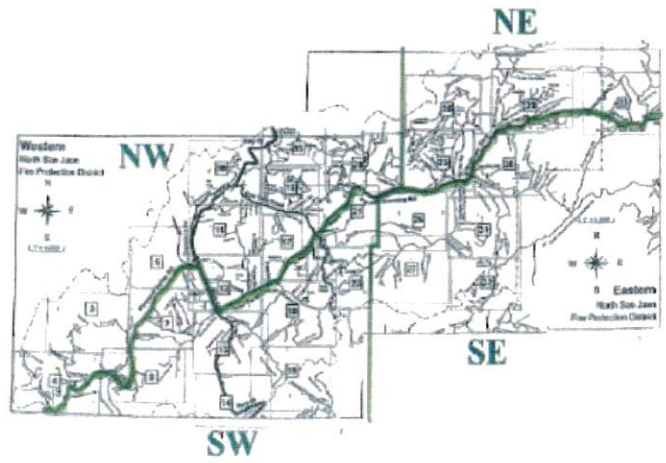


Day of Week



District Area





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	29	30	17	9	21			**167**
Vehicle Accident	1	3	3	1	3	4	6	6	7	5			**39**
Fire - Structure	2		2				1						**5**
Fire - Wildland		6	2	3			1	3	5	1			**21**
Fire - Structure/Wildland													**0**
Fire - Vehicle	1	1		1		1							**4**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	1	5	5	4	3		2		2	2			**24**
Fire - Debris Check						1							**1**
Fire - Other										1			**1**
Fire - False Alarm													**0**
Fire - Menace Standby			1			1							**2**
Hazard	4		5				1			1			**11**
Public Assist	3	1					2			1			**7**
Other			1		2	1		1					**5**
Totals:	**21**	**30**	**28**	**22**	**24**	**37**	**43**	**27**	**23**	**32**	**0**	**0**	**287**

Previous Years Summary				
2020	**2019**	**2018**	**2017**	**2016**
167	189	207	198	185
39	50	40	60	42
5	7	8	8	6
21	9	21	22	16
0	0	0	0	0
4	13	1	5	7
0	1	2	0	0
24	8	25	7	11
1	31	5	8	2
1	0	0	0	1
0	2	9	9	9
2	0	0	1	2
11	19	8	17	5
7	13	18	15	14
5	5	3	0	6
287	**347**	**347**	**350**	**306**

2020 Monthly Totals:	21	26	28	22	24	37	43	27	23	32	0	0	**283**
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	3	5	3	5	4			**38**
Special Training			1			4	2	2	2				**11**
External Training		2				2							**4**
Work Party		1											**1**
Public Education													**0**
Public Service													**0**
Totals:	**4**	**7**	**4**	**4**	**3**	**9**	**7**	**5**	**7**	**4**	**0**	**0**	**54**

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	4	2	7	3	0			**24**
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**

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Donations

October 2020

October-20

Donations

10/15/20	M. Nielsen	$ 50.00
10/30/20	Babsi Clark	$ 500.00
		$550.00

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Financials

October 2020

NSJ Fire Protection District

Funds Summary

Period Ending 10/31/2020

		October 31, 2020
Current Assets		
Checking/Savings		
Tri-Counties Bank	$	500.00
General Fund - Nevada County	$	66,065.27
Mitigation Fund - Nevada County	$	20,243.76
Measure Q - Nevada County	$	134,228.10
Total Checking/Savings	$	221,037.13
Total Current Assets	$	221,037.13

	General Fund	Mitigation Fund	Measure Q
Beginning Bal	$103,594.40	$17,838.72	$134,228.10
Revenue	$13,746.43	$2,405.04	$0.00
Expenditure	$51,275.56	$0.00	$0.00
Ending Balance	$66,065.27	$20,243.76	$134,228.10

Notes

Tri Counties there were no transactions.

General Fund Revenue and Expenditures enclosed.

Mitigation AB1600 Revenue is $2,405.04 in Fees. There were no expenses.

Measure Q ithere were no transactions

NSJ Fire Protection District
General Fund Cash Disbursements
10/01/20 - 10/31/20

DATE	REFERENCE	VENDOR	EXPENDITURES		DESCRIPTION
10/01/20	909536	PAYROLL STATE TAX LIABILITY	376.87		State Payroll Tax
10/02/20	V969451	BILL SCOTT	102.19		Garbage $18.66 Fuel and Air Filter for 6164 $81.31 Hose Repair $2.18
10/02/20	226720	LES SCHWAB TIRE	329.62		6134 - Ball Joints Inspection and Repair
10/02/20	226707	WS DARLEY COMPANY	452.81		Shaft Seal tool, kit, and Freight
10/09/20	226953	GOLD COUNTRY C	85.67		September Monthly Meter Cost
10/09/20	V970111	DOUG LINGEN	127.97		Reimburse - Fuel Filter, Water Remover, Shovel Handle, 1154 Long Life
10/09/20	226998	RICE BUSINESS SOLUTIONS	416.25		August and September Payroll Services
10/09/20	226986	HENNIGS AUTOMOTIVE	576.41		6132 Remove and replace disc pads and fuel filters
10/09/20	V970101	ANGELA FLORES	630.00		CPR/EAD Training
10/09/20	226986	HENNIGS AUTOMOTIVE	698.93		6134 Remove Replace Steering Gear Assembly, Change Filter, Grease Front End, Top off Fluids
10/09/20	226986	HENNIGS AUTOMOTIVE	2,535.69		filter-purge water from the lines and fuel bowel. Drain and remove fuel tank (Contaminated with water) Change engine oil and filter at pumper, Remove and replace rear diff speed sensor, Fuel Vent Line ABS Sensor, Oil and Filters, Tank Vent Valve, Drain Plug, In Tank Screen and Strainer
10/14/20	909577	IRS PAYROLL LIABILITY	859.06		Federal Payroll Tax Liability
10/14/20	909578	PAYROLL STATE TAX LIABILITY	58.13		State Payroll Tax Liability
10/16/20	V970261	LYNN MCGARVA	11.51		Postage to mail backup thumb drive Quickbooks to Auditor
10/16/20	V970274	NANCY A. PICKER	14.38		Reimburse WILDLAND/WIND MILES she used her own vehicle
10/16/20	V970274	NANCY A. PICKER	14.38		Reimburse WILDLAND/WIND MILES she used her own vehicle
10/16/20	V970274	NANCY A. PICKER	14.38		Reimburse WILDLAND/WIND MILES she used her own vehicle
10/16/20	227206	BARBARA RACHEL WIND	50.00		Cleaning of Station I

10/16/20	227184	RIEBES AUTO PART	53.95		Generator Oil and Filters	
10/16/20	227186	SPD SAW SHOP INC	57.23		Air Filter and 3 Chains	
10/16/20	227183	PALMER ENTERPRIS	96.02		Air Filter	
10/16/20	227182	PACIFIC GAS AND	133.00		August and September Station 1	
10/16/20	V970255	STAN BOYETT AND	587.67		Fuel	
10/16/20	227164	GOLD COUNTRY COPIER	649.17		Annual B&W copy, maintenance, and toner	
10/16/20	227228	PEHLING AND PEHLING	2,425.00		Audit first installment for 2019-2020	
10/16/20	227197	FIRE AGENCIES SELF INS SYSTEM	7,347.00		2ND Quarter Work Compensation	
10/23/20	227491	109838	134.32		3RD QTR PAID CALL	
10/23/20	V970446	107741	134.32		3RD QTR PAID CALL	
10/23/20	V970454	108960	171.59		3RD QTR PAID CALL	
10/23/20	V970461	109344	180.91		3RD QTR PAID CALL	
10/23/20	227496	110954	199.55		3RD QTR PAID CALL	
10/23/20	V970470	110231	343.85		3RD QTR PAID CALL	
10/23/20	227494	110396	353.18		3RD QTR PAID CALL	
10/23/20	227492	109839	353.18		3RD QTR PAID CALL	
10/23/20	227488	109571	362.49		3RD QTR PAID CALL	
10/23/20	V970478	110660	371.81		3RD QTR PAID CALL	
10/23/20	V970479	110661	418.40		3RD QTR PAID CALL	
10/23/20	V970443	107065	487.29		3RD QTR PAID CALL	

10/23/20	V970438	105867	603.76		3RD QTR PAID CALL	
10/23/20	V970449	108565	608.69		3RD QTR PAID CALL	
10/23/20	V970434	103933	677.19		3RD QTR PAID CALL	
10/23/20	V970465	109757	748.92		3RD QTR PAID CALL	
10/23/20	V970466	109837	772.23		3RD QTR PAID CALL	
10/23/20	V970447	107953	809.49		3RD QTR PAID CALL	
10/23/20	V970429	100876	901.92		3RD QTR PAID CALL	
10/23/20	V970482	110833	914.27		OCT 2020 PAYROLL	
10/23/20	V970440	106514	1,034.70		3RD QTR PAID CALL	
10/23/20	V970473	110342	1,069.65		3RD QTR PAID CALL	
10/23/20	V970437	105858	1,152.16		3RD QTR PAID CALL	
10/23/20	V970462	109405	1,152.29		3RD QTR PAID CALL	
10/23/20	V970464	109712	1,225.46		ADMIN OCT PAYROLL	
10/23/20	V970436	105833	1,569.38		3RD PD CALL/OCT PAY	
10/23/20	V970485	110861	5,491.89		STRIKE TEAM WILDLAND/WIND INCIDENT	
10/23/20	227441	SIERRA FAMILY MED	136.01		Vaccines	
10/23/20	227468	HENNIGS AUTOMOTIVE	156.22		2000 Truck install new hour meter correct ABS Unit	
10/23/20	227462	HOUSE OF PRINT AND COPY	193.10		Patient Care Reports	
10/23/20	227483	A T AND T CALNET	209.54		September Phone Service	
10/23/20	V970458	VIRGIL E ANGOVE	343.20		Generator Repair	

10/23/20	V970452	STAN BOYETT & CO	366.69		Fuel		
10/23/20	227468	HENNIGS AUTOMOTIVE	802.58		1982 4 CYLINDER, OIL, AIR FILTERS, BATTERY		
10/23/20	227452	PALMER ENTERPRIS	3,707.57		6191 Tie Rod End Assembly, OIL FILTER, COOLANT FILTER WASTE REMOVAL		
10/23/20	**227465**	**US BANK**	**4,414.47**		**See CAL CARD next page**		

nd Expenditures $51,275.56

North San Juan Fire Protection District

Deposit Summary General Fund

October 1 through October 31, 2020

DATE	PAYER/VENDOR		RECEIPTS	DESCRIPTION
10/27/20	Nevada County	$	3,046.85	SEP-20 PROP 172
10/15/20	State of California	$	2,622.82	Wildland/Wind Incident
10/15/20	State of California	$	3,665.62	Wildland/Wind Incident
10/15/20	State of California	$	3,861.14	Wildland/Wind Incident
10/15/20	M. Nielsen	$	50.00	Donation
10/30/20	Babsi Clark	$	500.00	Donation
	Total Deposits	$	13,746.43	

NSJ Fire Protection District
CAL CARD "US BANK" Charges
08/22/2020-09/22/2020

Charged	For		Amount
Microsoft Store	Annual Subscription Office 365 for Computers		$ 69.99
Amazon	Two No Touch Thermometers for Adults & Childrn		$ 81.68
Dish	Autopay September Charge		$ 82.60
Staples Direct	Pens, Two Hole Punch, Sponges		$ 52.33
Staples Direct	Dish Washing Tablets for Residence		$ 28.48
Amazon	6134 - 2 Amp Battery Charger and Maintener 6 and 7 Step Battery Tender		$ 21.36
Staples Direct	APC Backup 900 VA Battery backup for Office		$ 112.86
Staples Direct	Soft Soap, Deep Cleaning Cloths, Air Freshener, Paper Towels, Swifter Hardwood Floor Cleaner		$ 153.73
Zoom	September Monthly Charge		$ 14.99
Gold Pan Lodge, Quincy	Water Tender Strike Team Lodging Loyalton Incident 08/24/20 - 08/28/20		$ 440.36
Gold Pan Lodge, Quincy	Water Tender Strike Team Lodging Loyalton Incident 08/28/20 - 08/29/20		$ 194.02
Gold Pan Lodge, Quincy	Water Tender Strike Team Lodging Loyalton Incident 08/29/20 - 08/30/20		$ 220.18
Gold Pan Lodge, Quincy	Water Tender Strike Team Lodging 08/31/20		$ 97.01
Gold Pan Lodge, Quincy	Water Tender Strike Team Lodging Loyalton Incident 09/01/20 - 09/07/20		$ 440.36
Gold Pan Lodge, Quincy	Lodging Tax		$ 110.09
Savmor Fuel	Water Tender Loyalton Incident Strike Team Fuel		$ 49.55
Gold Pan Lodge, Quincy	Water Tender Strike Team Lodging Loyalton Incident 09/02/20 - 09/14/20		$ 776.08
Quick Lube Nevada City	6130 -Full Service Oil Change		$ 127.13
Plaza Tire	6130 - 2 Goodyear Wrangler DOT Tires		$ 445.30
Plaza Tire	6130 - 2 Goodyear Wrangler DOT Tires & Torque		$ 466.25
Robinson Petroleum	6130 Fuel Loyalton Incident		$ 23.12
Speedway	6130 Fuel Sheep Incident		$ 53.50
Taylors Sausage Country	6130 Meals Slater Incident		$ 32.25
Taylors Sausage Country	6130 Meals Slater Incident		$ 7.85
Carlos Restaurant	6130 Meals Slater Incident		$ 19.45
Sushi and Pho	6130 Meals Slater Incident		$ 17.95
Taylors Sausage Country	6130 Meals Slater Incident		$ 16.45
Taylors Sausage Country	6130 Meals Slater Incident		$ 7.85
Shop Smart	6130 Meals Slater Incident		$ 3.78
Taylors Sausage Country	6130 Meals Slater Incident		$ 7.85
GP Energy Medford Oregon	6130-Fuel - Slater Incident		$ 51.64
Shell Oil	6130-Fuel - Fox Incident		$ 41.61
Shell Oil	6130-Fuel - Fox Incident		$ 81.73
Shell Oil	6130-Fuel - Fox Incident		$ 65.09
	Total		**$ 4,414.47**

6 A

Sick Leave Policy

2102.5 SICK LEAVE

The District shall provide Paid Sick Leave under the provisions of the California Paid Sick Leave Law (AB1522). Every employee, including part-time and temporary is eligible to receive paid sick leave, provided the employee has worked for more than thirty (30) days for the District.

- Employees shall accuse sick leave after they have worked for the District for ninety (90) days.
- An employee shall accrue one (1) hour of sick leave for every thirty (30) hours of paid work time.
- Sick leave shall be carried over from year to year with no cap on hours accrued.
- Sick leave begins accruing from the first date of employment by the District.
- Paid sick leave time shall be calculated in the same manner as the regular rate of pay for the work week in which the employee uses paid sick leave time.
- Paid sick leave shall be calculated on an hourly basis with a minimum of at least two (2) hours at a time.
- The employee shall notify the employer in advance or as soon as practical in the case of a sudden illness.
- Paid sick leave shall be provided for the following purposes:
  1). Diagnosis, care, or treatment of an existing health condition of, or preventative car for, an employee or an employee's family member.
  2) For an employee who is a victim of domestic violence, sexual assault, or stalking as defined and described in AB 1522.
  3). Bereavement related to a family member or next of kin.
- The District shall allow an employee to take a minimum of twenty four (24) hours or three days of paid sick leave per year.
- Accrued sick leave time will not be paid out at the time an employee leaves employment by the District.
- If an employee is rehired within one year of termination previously accrued unused sick leave shall be restored.
- The District shall post the Sick Leave Policy in the workplace pursuant to the requirements of AB1522

7 C

Board Vacancy

NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code §1790 there is a vacancy on the North San Juan Fire Protection District Board of Directors

The position to be filled is a 4-year term ending December 2024
{The seat will go to election in November 2022 for the final two years of the term}

Seeking individuals who are:

Passionate - about our mission to serve and protect

Committed- to the greater good of the organization and our community

Open Minded- to create and grow a culture of diversity and inclusivity

Principled- in their personal and professional endeavors

Willing- to invest their time and energy to effect a thriving fiscal and organizational future for NSJFPD

HOW TO APPLY:

Applications available at:
North San Juan Fire District Office
13200 Tyler Foote Rd.
www.nsjfire.org

APPLICATION DEADLINE:
January 5, 2020
Appointment will be made at the January 26th Regular Board Meeting

Board Members Must Live Within The District Boundary

For additional information, please contact Heidi Ryan at (530) 292-9159

APPLICATION FOR APPOINTMENT
TO THE NORTH SAN JUAN FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS

Instructions

If you are interested in serving on the North San Juan Fire Protection District Board of Directors, please complete this application and return it to the District Office, 13200 Tyler Foote Crossing Rd., Nevada City (mailing address: P.O. Box 299, North San Juan, CA 95960).

Date Due: Noon, Tuesday, January 5, 2021

The appointment will be made at a Board of Directors meeting on Thursday, January 26, 2021 starting at 5:00 p.m. Thank you for your interest.

DATE: _____

NAME: _____ AGE (optional): _____

RESIDENCE ADDRESS: _____

BUSINESS OR MAILING ADDRESS: _____

PHONE (DAYTIME):: _____ PHONE (EVENING): _____

E-MAIL: _____

EDUCATION			
Institution	**Major**	**Degree**	**Year**

WORK / VOLUNTEER EXPERIENCE				
Organization	**City**	**Position**	**From**	**To**

PLEASE TURN OVER

STATEMENT OF QUALIFICATIONS:

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

CERTIFICATION:

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Signature _____ Date _____

7 E

District Manager
Salary

RESOLUTION 2018 - 05

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MANAGER COMPENSATION MERIT STEP SCHEDULE

POSITION	STARTING $/HR	6 MONTH	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
DISTRICT MANAGER(S)	$18.00	$20.00	$22.00	$23.00	$24.25	$25.50	$26.75

STIPULATIONS AND NOTES:

1 All hourly wage and salary increases are subject to District Board approval.
2 Length of service pay increases are subject to District Board review and approval.
3 Merit steps may be modified by the District Board at any time and may be adjusted based on employee performance evaluations.
4 The Board reserves the right to waive increases in wages or salary due to budget constraints or other causes.
5 This compensation schedule applies to all District management and non-safety (non-Departmental) management positions. The schedule may be revised and modified at any time by the District Board.
6 After five years of service, raises will be determined by the District Board factoring in cost of living increases and other factors deemed appropriate.
7 Cost of living pay increases may be added to supplement scheduled compensation steps outlined above.
8 All Managers shall be allotted Medical Leave of 24 hours per year as of the first of each year. Unused Medical Leave carries-over to subsequent years. However, it does not accrue beyond 48 hours, and unused Medical Leave is not cashed-out at end of service.
9 Merit schedules approved and adopted by the Board of Directors of the North San Juan Fire Protection District on June 26, 2018.