NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, February 23, 2021
AGENDA

Due to Covid-19, This Board Meetings will be held remotely
To access a Board Meeting by phone:
Dial: 1-669-900-6833
Meeting ID: 966-5320-1295
Passcode: 656428

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.*

Action

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.*
   - **A.** Minutes of January 26, 2021 Regular Board Meeting 🕮
   - **B.** Minutes of February, 2021 Emergency Board Meeting 🕮
   - **C.** Correspondence 1
   - **D.** Correspondence 2
   - **E.** Correspondence 3

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.** January 2021 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach
     - **i.** Donations- January 2021 🕮

Action

     - **ii.** Financials- January 2021: Disbursements, Cash on Hand, Funds Summary 🕮
   - **C.** District Manager Report – Lynn McGarva
   - **D.** Firefighter Association Report – Kritters Blevins
   - **E.** Fire Safe Council/FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
   - **F.** NCFA Report – Pat Leach

6. **OLD BUSINESS**
   - **A.** Water Storage Committee – Bruce Boyd

Action

   - **B.** Fire Chief's Contract – Pat Leach 🕮

7. **NEW BUSINESS**
   - **A.** Policy Change: Fixed Asset Definition, First Reading – Pat Leach 🕮
   - **B.** Board Goals – Tim Tschantz
   - **C.** Covid-19 Prevention Plan – Tom Browning 🕮
   - **D.** "Preparing for Large Fires" Discussion– Tim Tschantz

7. **NEXT MEETING: March 23, 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
January 26, 2021
Regular Board
Meeting

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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info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, January 26, 2021
Draft

PRESENT: Tim Tschantz, Vice-Chair; Pat Leach, Treasurer; Bruce Boyd

ABSENT: Rhea Williamson

1. **CALL TO ORDER:** Meeting called to order at 5:02 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   No public comment.

Following Public Comment, Vice-Chair Tim Tschantz moved to New Business to complete items 7A, 7B, and 7C before continuing with the Consent Calendar.

3. **CONSENT CALENDAR:**
   A. Minutes of December 1, 2020 Regular Board Meeting

Bruce Boyd moved to approve the Consent Calendar, Pat Leach seconded, motion passed by unanimous vote as follows:

Pat Leach - Aye
Bruce Boyd – Aye
Rhea Williamson – Aye
Samantha Hinrichs – Abstain
Tim Tschantz - Aye

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

4. **ANNOUNCEMENTS:**
   Bruce Boyd announce that the Pledge of Allegiance was very moving tonight, considering the situation that occurred at the US Capital on January 6th.

5. **REPORTS**
   A. Chief's Report – Chief Jason Flores

- Presented call statistics for November and December 2020

Tim Tschantz asked how firefighters are alerted to potential Covid-19 calls. Chief Flores responded that dispatch does identify whether a call requires Covid-19 PPE in the text message alerts that are sent out with the dispatch of the call.

- Five firefighters have recently passed an Advanced EMT training and are waiting on National Registry certification.

- Working with Captain Will Green on advanced EMT trainings.
- We are working on upgrading our AED's to be compliant with new FDA regulations.
- The Covid-19 task force is currently drafting an Aerosol Transmissible Disease Plan with a Covid-19 Prevention Plan addendum for our IIPP, hoping to present the draft at the February Board Meeting for a first reading. These documents are needed to meet new OSHA requirements.
- With the recent lift of the Stay-at-Home Order, Chief Officers are considering resuming in-person trainings.
- Chief Flores traveled to Minnesota the first week of January to check the progress of the new engine and presented photos to the Board. Chief Flores is very pleased with the engine and hoping to have it in service in March 2021. Bruce Boyd requested to have photos of the new engine put the website.

B. Treasurer's Report – Pat leach

i. Donations- November, December 2020 – Donations were received as follows: $108 from Sarah Sparks.

ii. Financials- November, December 2020: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card.

Boyd Johnson asked for clarification on a handwritten note on the *December 2020 Transaction Detail by Account* page. Lynn McGarva responded that this was noting a stale dated (over 6 months old) check written to SSV (EMT licensing Authority). This money is still in our account as it was never cashed. This was likely a result of SSV being paid twice for our annual Emergency Medical Transport Permit.

Bruce Boyd moved to approve the November and December 2020 Cash Disbursements as presented, Pat Leach seconded, motion passed by unanimous vote as follows:

Tim Tschantz - Aye
Pat Leach – Aye
Bruce Boyd – Aye
Rhea Williamson – Aye
Ed Beckenbach – Aye

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

iii. Year to Date Budget vs. Actual FY 2020-21

Pat Leach announced that this is bringing the numbers up to date. We are seeing some of the strike team revenues, and taxes are close to what we had anticipated.

Bruce Boyd asked if Covid-19 has boosted our expenses which would require budget adjustments and there will be any reimbursement from County or State government. Pat Leach replied that we have seen an increase in our expenses due to Covid-19 PPE, but we had prepared for that so we will likely not need to complete a budget adjustment.

C. **District Manager's Report – Lynn McGarva**

Lynn McGarva announced that she has made contact with an individual in Reno who will write grants on our behalf for a very reasonable price of $200/grant. We will be working with her to submit an application for the Assistance to Firefighters Grant with a deadline of February 12, 2021.

Lynn has also been working with the lending agency for the new engine on payments as delivery of the engine has been delayed.

D. **Firefighters Association Report – Kritters**

- The association did not meet in December, will be having a meeting soon
- Will be electing new officers.
- 2021 Association goals will be raising money, recruitment, and retention.
- Would like to thank Marty Brille, the instructor for the AEMT course, for the training.
- The Association will consider utilizing the Districts Zoom account for meetings as needed.

Heidi Ryan asked about the winner of the t-shirt design contest. Kritters replied that the cancellation of the December Association meeting affected the contest selection. Angel Flores added that there were 6-8 entries for the t-shirt contest, the Association will continue forward with selecting the winner.

Tim Tschantz asked Kritters for information on what AEMT's can do above what EMT's can do. Kritters replied that AEMTs' can start IV's and administer fluids, administer some medications, administer intravenous dextrose, IO for infants. Very practical procedures for helping patients in a serious situation especially as we have a relatively long ambulance arrival time throughout the District.

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

There have not been many defensible space visits recently. There have been about 10 new Firewise communities certified throughout the County, including Old Mill on the Ridge. There are a handful of Communities in the Ridge currently in the process of certification.

F. **NCFA Report – Pat Leach.**

No meeting, no report.

6. **OLD BUSINESS**

   A. **Water Storage Committee Update- Bruce Boyd**

      No meeting, no report.

7. **NEW BUSINESS**

   A. **Appointment of New Board Member – Bruce Boyd**

Item's 7.A, 7.B, and 7.C were moved before the Consent Calendar.

Rhea Williamson joined the meeting during discussion of item 7.A at 5:06.

Bruce Boyd reminded the group that we put out a flyer to find an applicant for a new Board Member to replace our beloved Ed Beckenbach. We received one application from community member Samantha Hinrichs. Bruce relayed that Samantha was a volunteer firefighter with NSJFPD, has served on various local boards, was the Director at the North Columbia Schoolhouse Cultural Center, and is a very active community member. The entire Board agreed that Samantha would be a great addition to the Board.

Rhea Williamson moved to appoint Samantha Hinrichs to the open position on the Board, Bruce Boyd seconded, motion passed by unanimous vote as follows:

Pat Leach – Aye
Bruce Boyd – Aye
Rhea Williamson – Aye
Tim Tschantz – Aye
Ayes: 4 Noes: 0 Abstain: 0 Absent: 0

B. Election of Board Officers – Tim Tschantz

Tim Tschantz announced that we need to select a new Chair, Vice-Chair, and Treasurer. Tim then offered to serve as the Chair.

Bruce Boyd recommended Pat Leach as Treasurer. Although Pat Leach has served as Treasurer for two years, she offered to stay on one more year. Pat also asked for Samantha Hinrichs to join the Finance Committee in lieu of Ed Beckenbach's retirement.

Bruce Boyd offered to serve as Vice-Chair.

Bruce Boyd moved to elect Tim Tschantz as Chair, Bruce Boyd as Vice-Chair, Pat Leach as Treasurer for one more year, and Samantha Hinrichs as a member of the Finance Committee, Pat Leach Seconded, motion passed by unanimous vote as follows:

Bruce Boyd - Aye
Pat Leach – Aye
Rhea Williamson – Aye
Samantha Hinrichs - Aye
Tim Tschantz – Aye.
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

C. Resolution 2021-01 Recognition of Ed Beckenbach's Service to NSJFPD- Bruce Boyd

Bruce Boyd discussed how wonderful it has been to work with Ed Beckenbach over the years. This resolution is well deserved but does not do justice to all Ed has done for the District over the years. When Bruce joined the Board, Ed was a volunteer Firefighter and using his expertise to create safety protocols for the District. After joining the Board, Ed took off running. Ed helped put together the Annexation of the upper District, worked hard on Measure Q, was the best-spoken member on the Board, and

has a great sense of humor. Ed has always shown so much support for the firefighters over the years, from the heart.

Board Secretary Heidi Ryan read the Resolution aloud.

Bruce Boyd moved to adopt Resolution 2021-01 honoring Ed Beckenbach contributions to the NSJFPD, Tim Tschantz seconded, motion passed by unanimous vote as follows:
Bruce Boyd - Aye
Pat Leach – Aye
Rhea Williamson – Aye
Samantha Hinrichs - Aye
Tim Tschantz – Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

Fire Captain Angela Flores arrived at Ed's house to present a plaque and deliver a gift from Board Members, Fire Chief, and Office Staff.

Ed Beckenbach thanked the Board and staff and expressed his gratitude for his service with the District.

D. Annual Board Organization – Board Chair
Tim Tschantz suggested we discuss items i-xi and have a roll call vote for all items at once.
i. Appointment of those Authorized to Sign Warrant Requests: All Board Members
ii. Appointment of those Authorized to Sign Checks: All Board Members
iii. Finance Committee Membership: Treasurer and Samantha Hinrichs
iv. Personnel Committee Membership: Tim Tschantz and Rhea Williamson
v. Selection of Representative and Alternate to Nevada County Fire Agency (NCFA): Pat Leach, Bruce Boyd as alternate.
vi. Selection of Board Member Liaison to LAFCo: None
vii. Selection of Board Member Liaison to Fire Safe Council: Pat Leach
viii. Selection of Newsletter Editor: Pat Leach and Samantha Hinrichs
ix. Selection of Webmaster: Heidi Ryan

Bruce moved to approve items i, ii, iii, iv, v, vii, and viii as presented, Rhea Williamson seconded, motion passed by unanimous vote as follows:
Bruce Boyd - Aye
Pat Leach – Aye
Rhea Williamson – Aye
Samantha Hinrichs - Aye
Tim Tschantz – Aye
Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

x. Setting of Regular Board Meeting Dates: Fourth Tuesday of the month with no meeting in August or December. Zoom meetings can be at 5:00, in person meetings at 7:00.
xi. Board Goals:

Pat Leach would like to have all the District documents reviewed and updated as needed.

Tim Tschantz suggested more mitigation, planning, and preparation for a potential large fire on the Ridge. This could be done by sub-committee.

Jason Flores suggested Board Members take classes on catastrophic emergencies. As a Board Member, understanding what the County Emergency Operations Center does when activated is very beneficial. Pat Leach asked where to find these classes, Chief Flores said he would find classes and share with the Board.

Pat Leach suggested we include information we develop on the subject in the Newsletter.

Rhea Williamson suggested an evacuation route tour and conducting a campaign to increase signage on the Ridge. Pat leach let Rhea know that the County is looking develop a cohesive signage plan so all neighborhoods in the County look the same.

Samantha Hinrichs asked Tim about working with him one on one to develop a brainstorming list on the topic to share with the Board at the next Board Meeting.

E. **Fire Chief's Contract – Pat Leach**
This contract is still under negotiation and will need to be tabled at this time.

F. **LAFCo Election – Board Chair: Public Employee Performance Evaluation (Gov. Code § 54957)**
This is a ballot to appoint a regular and an alternate member to the LAFCo Board. There is only one candidate for each position.

Bruce Boyd moved to vote for Ricki Heck for a Regular Member, and Rich Johnson as an Alternate Member, Samantha Hinrichs seconded, motion passed by roll call vote as follows:
Bruce Boyd - Aye
Pat Leach – Aye
Rhea Williamson – Abstain
Samantha Hinrichs - Aye
Tim Tschantz – Aye
Ayes: 4 Noes: 0 Abstain: 1 Absent: 0

8. **NEXT MEETING:** February 23, 2021, time and location to be determined.
9. **ADJOURNMENT:** Meeting adjourned at 6:36 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

3 B

Draft Minutes
February 11,
2021 Emergency
Meeting

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
Emergency Meeting
Thursday, February 11, 2021
Draft

PRESENT: Tim Tschantz, Chair; Bruce Boyd, Vice-Chair, Pat Leach, Treasurer; Samantha Hinrichs

ABSENT: Rhea Williamson

1. **CALL TO ORDER:** Meeting called to order at 1:00 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   No public comment.
3. **NEW BUSINESS**
   A. Resolution 2021-02, Authorizing Board Chair to Sign Lease Agreement- Tim Tschantz

   This resolution was needed to authorize the Board Chair to sign the lease agreement with Leasource. Tim Tschantz read the resolution.

   Bruce Boyd moved to adopt Resolution 2021-02, Pat Leach seconded, motion passed by roll call vote as follows:
   Bruce Boyd – Aye
   Pat Leach – Aye
   Samantha Hinrichs – Aye
   Tim Tschantz - Aye
   Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

4. **ADJOURNMENT:** Meeting adjourned at 1:06 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

3 C

Correspondence

1

1

February 10, 2021

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

RECEIVED
FEB 16 2021
BY: HR

Dear Pat:

Under the California Public Records Act *6250 et seq., I request copies of public records so that I can understand the following from our 2019 and 2020 Payroll Tax disbursements. The September 22, 2020 board packet contains this entry under Nevada County Cash Disbursements:

08/07/20	PAYROLL LIABILIT	6,445.00	PAYROLL TAX

1. I would like to know, in detail including photocopies of invoices and communications regarding the above entry in particular, the amount of all penalties that have been levied by the EDD against the NSJFPD in regard to payroll taxes,

2. their cause including the amount of tax delinqencies or underpayments that led to these penalties, and

3. the period of time of these delinquencies or underpayments for which these penalties were imposed. In addition,

4. if any reduction or waiver of these penalties has been obtained on behalf of the District I would like to know the details of this and how it has been accomplished.

5. What has been the role of and how much have we paid Rice Business Solutions to address NSJFPD payroll issues?

In addition to all communications with the EDD and Rice Business Solutions for the period of 2019 to the present, I would like any documentation, including Board Meeting or Financial Committee Meeting minutes, emails between Board Members regarding payroll issues, or communication with the NSJFPD attorneys in regard to these payroll issues to shed light on NSJFPD Board Members' understanding of what has happened here.

If there are any fees for searching or copying these records, please inform me if the cost will exceed $100.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of just how NSJFPD Board Members

supervise and safeguard our public's money and ensure that all Board Members understand, in detail, what has happened concerning recent payroll related issues. This information is not being sought for commercial purposes.

The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

~~Boyd Johnson~~ [redacted]

[redacted]

[redacted]

Boyd Johnson

3 D

Correspondence

2

To the NSJFPD Board of Directors from B. Johnson, February 16, 2021

4 suggestions for 2021 Board Goals:

The "unknown journal entries" finding in last year's Audit has not yet been explained to most of the Board, let alone to the public. The District Treasurer has said "she was going to get to the bottom of it." Outside consultants were brought in and a significant amount of time, effort, and public money was spent trying to figure out what was going on. So far no explanation has been offered except the need to "start a new company" in Quickbooks. The role of the Auditor in approving these "unkown journal entries," unheeded warnings to the Board and staff on deviation from policy, and taxpayer dollars spent by the previous Business Manager on legal advice to ward off scrutiny among other sorry behaviors added up to a stew of harassment accusations, embarrassment and uncomfortable silence. The outside consultants have suggested that the previous Business Manager had issues with Quickbooks and did not or could not balance the District's cash, possibly for as long as ten years past.

1. **Reconsider your procedure for employee evaluations**
   Ten years of undiscovered failure to balance the books coinciding with regular praise and pay raises suggest that employee evaluations need to be revamped. Perhaps outside evaluators should be brought in, more objective criteria used, and information from a wider circle of observers taken more seriously.

2. **Be more transparent**
   It should be a Board goal to explain pretty much everything to everyone. You should pledge allegiance to the Brown Act. Your founding document, the Fire District Formation Act, and your ability to take money from the taxpayer is bound to it. The public deserves 5 independent critical thinking representatives overseeing their investment, not a group of "yes men" congenial to the Board Chair.

3. **Ethics Training**
   All Board members and staff need ethics training and should be on the same page in regard to it. Legal advice and ethics are not the same. Legal advice should not be a substitute for ethical behavior.

4. **Use of Attorney for the Fire District**
   Get your act together in regard to use of the Fire District's attorney. County Counsel sits in open session with the Board of Supervisors. Your use of the attorney sits as an unexplained entry in your financial statements. Surely, if one of you has learned something from the attorney at the taxpayers' expense, you could at least make a general statement for everyone's benefit about what the lesson learned was. The notion that Board members have delegated legal knowledge to the Chairman alone suggests they have vacated their responsibility to represent the public.

3 E

Correspondence

3

3

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

February 18, 2021

Boyd Johnson
Battalion Chief, NSJFD
PO Box 708
North San Juan CA 95960

Dear Boyd,
Your request for public records was received on February 16, 2021, and per Government Codes § 6250, 6252, and 6253, the North San Juan Fire Protection District has determined there exist disclosable documents relevant to a portion of your request.

The District Manager, Lynn McGarva will be collecting the items that are available at this time beginning next week Thursday. And as Ms. McGarva has limited office hours, please anticipate the collection of records could take up to three weeks. Ms. McGarva will contact you directly when the documents become available for viewing at the District Office.

Further, in an effort to respond to your query, please find attached a detail page of the Payroll Tax of $6,445 you cited in your letter. The different pay dates are due to when our office requested the warrant and when the County fulfilled the request. The large amount is due in part to the timing of Quarterly Paid Call and Staff Payroll, combined with Strike Team payments.
It is my understanding your correspondence will be included in the upcoming Board packet, therefore I have requested my response be included as well.

Sincerely,
Pat Leach
Board Treasurer
North San Juan Fire Protection District

QuickBooks E-pay Confirmation

Company Name:	North San Juan Fire Protection District
EIN:	68-0335204
Submitted on:	7/20/2020
QB Tracking #:	**34836301214**
Payee:	US Treasury
Period:	Jul 2020
Withdraw on:	8/10/2020
Payment:	**Federal 941/944/943: $6,445.00** - Federal Withholding: $588.00 - Social Security Company: $2,373.41 - Social Security Employee: $2,373.41 - Medicare Company: $555.09 - Medicare Employee: $555.09 - Medicare Employee Addl Tax: $0.00

4 A i

January 2021

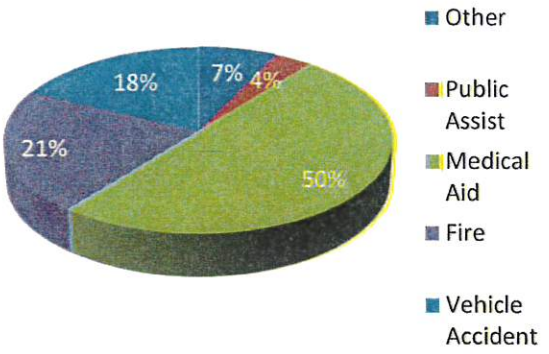
Statistics

NSJFPD INCIDENT RESPONSE DETAIL - January 2021

Date	Type	Location	Mins.	FFs	Notes	OD	Response
1/1	MA	Reservoir (000018)	45	2	SNMH Transport		11
1/1	MA	School St. (000053)	47	1	SNMH Transport		8
1/2	VA	Pleasant Valley (000123)	29	3	Non-Injury		7
1/3	FS	Pacheco (000217)	4	3	Canceled		
1/4	MA	Hwy 49 (000336)	65	1	Patient Contact		17
1/4	MA	Pleasant Valley (000348)	48	1	Medic 44 Transport		23
1/5	MA	Purdon (000393)	44	2	SNMH Transport		11
1/5	VA	Hwy 49 (000476)	67	7	Non-Injury		12
1/6	VA	Tyler Foote (000538)	91	10	Patient Contact		
1/11	MA	Preston (000990)	64	1	SNMH Transport		15
1/14	FS	Hwy 49 (001205)	43	1	False Alarm		13
1/14	VA	Moss Ct (001267)	33	6	SNMH Transport		7
1/15	MA	Purdon (001359)	43	3	SNMH Transport		10
1/16	MA	Peterson's (001452)	56	2	SNMH Transport		14
1/18	DSC	Tyler Foote (001596)	20	1	Extinguished		19
1/18	DSC	Tyler Foote (001628)	16	1	Extinguished		16
1/19	DSC	Farrell Ravine (001685)	31	1	Extinguished		25
1/19	MA	Birchville (001728)	36	1	Patient Contact		21
1/20	O	Patterson Mine (001791)	110	5	Patient Contact		17
1/21	MA	Sages (001859)	54	2	Medic 3 Transport		19
1/23	O	Macnab Cypress (002076)	23	4	Patient Contact		16
1/25	VA	Hwy 49 (002210)	37	3	Non-Injury		13
1/25	FMS	Fandor (002246)	31	3	Cleared tree from roadway		
1/28	PA	Long Point (002589)	23	4	Public Assist		
1/28	MA	Mama's Pizza (002601)	34	3	SNMH Transport		8
1/29	MA	Blue Sage (002643)	42	3	Patient Contact		8
1/29	MA	Wampum (002734)	19	3	Patient Contact		7
1/31	MA	Bear Trap (002852)	114	5	Patient Contact		41
					Total Calls:	**28**	
					Total Man Hours:	**72.77**	
					Average FF/Call:	**2.9**	

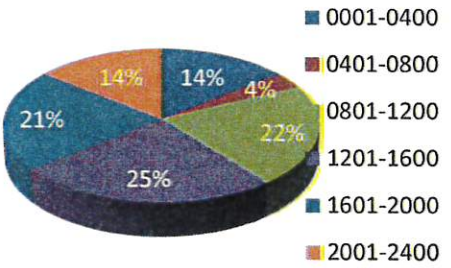
North San Juan Fire Department
Call Details
January 2021

Call Type

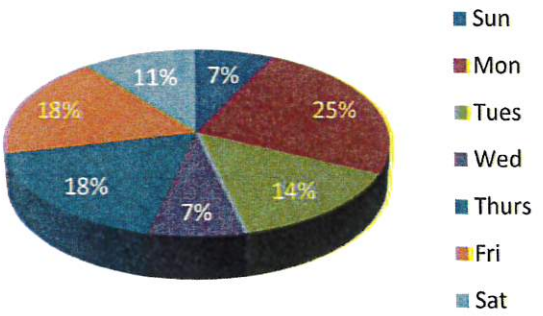


Fire Type

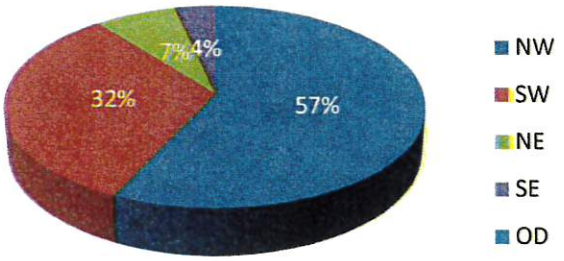
Time of Day

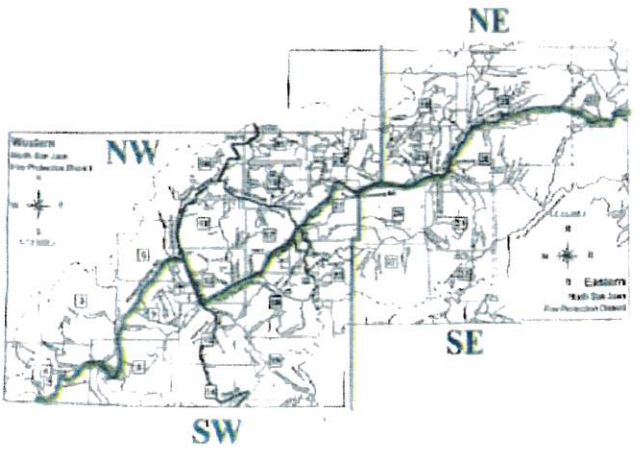


Day of Week



District Area





NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2021 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	14												14
Vehicle Accident	5												5
Fire - Structure	2												2
Fire - Wildland													0
Fire - Structure/Wildland													0
Fire - Vehicle													0
Fire - Vehicle/Wildland													0
Fire - Smoke Check	3												3
Fire - Debris Check													0
Fire - Other													0
Fire - False Alarm													0
Fire - Menace Standby	1												1
Hazard													0
Public Assist	1												1
Other	2												2
Totals:	**28**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**28**

Previous Years Summary				
2021	2020	2019	2018	2017
14	188	189	207	198
5	44	50	40	60
2	8	7	8	8
0	23	9	21	22
0	0	0	0	0
0	6	13	1	5
0	0	1	2	0
3	30	8	25	7
0	1	31	5	8
0	1	0	0	0
0	0	2	9	9
1	2	0	0	1
0	12	19	8	17
1	10	13	18	15
2	5	5	3	0
28	**330**	**347**	**347**	**350**

2021 Monthly Totals:	**28**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**28**
2020 Monthly Totals:	21	26	28	22	24	37	43	27	23	32	26	17	**326**
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**

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

Out of District Response:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 Monthly Totals:													
2020 Monthly Totals:	1	2	2	2	1	4	2	7	3	0	0	2	**26**
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**

4 B i

January 2021
Donations

NSJ Fire Protection District

Donation Report

January 2021

	Date	Name	Amount
46180 · Donations			
	01/31/2021	Powers	$500.00
	01/31/2021	Nielsen	$50.00
Total 46180 · Donations			$550.00

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January 2021

Financials

NSJ Fire Protection District
Transaction Detail by Account
January 2021

	Date	Name	Memo	Amount
10720 · 6720 General Fund				
	01/08/2020	Journal #6	Stale Dated Check # 222598 (check not cashed) Will re-Issue	55.68
	01/08/2021	EDD	State Payroll Taxes	-85.28
	01/08/2021	Internal Revenue Service	Federal Payroll Taxes	-1,516.26
	01/13/2021	Clientworks	Computer Tech Assistance	-18.75
	01/13/2021	FF Collings, Graham	EMR Re-Cert	-31.00
	01/13/2021	Grass Valley Air Conditioning	HVAC Maintenance	-90.00
	01/13/2021	FF Green, William J.	Training	-100.00
	01/13/2021	Life Assist, Inc.	Syringes, needles, Nitro, Gowns	-185.10
	01/13/2021	Rice Business Solutions	Payroll and Taxes	-195.75
	01/13/2021	Boyett Petroleum	Fuel	-252.77
	01/13/2021	Northern Sierra Propane	Propane	-261.24
	01/13/2021	Northern Sierra Propane	Propane	-308.92
	01/13/2021	ACC Business	Broadband Services	-480.60
	01/13/2021	US Bank	See Cal Card Expenses	-1,170.46
	01/13/2021	FASIS	Quarterly Work Comp	-7,347.00
	01/15/2021	FF Scott, William S. (reim)	Trash	-8.05
	01/15/2021	Gold Country Copier,Inc.	Copier Lease Agreement	-33.63
	01/15/2021	Verizon Wireless	570674558	-61.26
	01/15/2021	PG&E	Electricity total for all stations	-64.65
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-191.71
	01/25/2021	FF	4th Qtr Paid Call	-356.10
	01/25/2021	FF	4th Qtr Paid Call	-357.02
	01/25/2021	FF	4th Qtr Paid Call	-363.25
	01/25/2021	FF	4th Qtr Paid Call	-408.41
	01/25/2021	FF	4th Qtr Paid Call	-447.22
	01/25/2021	FF	4th Qtr Paid Call	-601.97
	01/25/2021	FF	4th Qtr Paid Call	-630.56
	01/25/2021	FF	4th Qtr Paid Call	-641.55
	01/25/2021	FF	4th Qtr Paid Call	-671.37
	01/25/2021	FF	4th Qtr Paid Call	-724.01
	01/25/2021	FF	4th Qtr Paid Call	-788.91
	01/25/2021	FF	4th Qtr Paid Call	-859.05
	01/25/2021	FF	4th Qtr Paid Call	-861.45
	01/25/2021	FF	4th Qtr Paid Call	-890.04
	01/25/2021	FF	4th Qtr Paid Call	-897.06
	01/25/2021	FF	4th Qtr Paid Call	-933.72
	01/25/2021	FF	4th Qtr Paid Call	-1,003.47
	01/25/2021	Admin Pay Jan 2020	Jan 2021 Payroll	-1,176.86
	01/25/2021	Admin Pay Jan 2020	Jan 2021 Payroll	-1,316.31
	01/25/2021	Admin Pay Jan 2020	Jan 2021 Payroll	-1,401.02
	01/25/2021	FF Strike Team	Hog Incident	-9,493.07
Total 10720 · 6720 General Fund				($38,319.43)
TOTAL				**($38,319.43)**

North San Juan Fire Protection District

Deposit Summary General Fund

January 2021

DATE	PAYER/VENDOR	RECEIPTS	DESCRIPTION
1/31/2021	Powers	$500.00	Donation
1/31/2021	Nielsen	$50.00	Donation
1/31/2021	State of California	$14,288.34	Hog Incident
	Total Deposits	**$14,838.34**	

NSJ Fire Protection District

Funds Summary

Period Ending 01/31/2021

		January 31, 2021
Current Assets		
Checking/Savings		
Tri-Counties Bank	$	500.00
General Fund - Nevada County		$127,081.47
Mitigation Fund - Nevada County		$22,553.11
Measure Q - Nevada County		$192,705.76
Total Checking/Savings	$	342,840.34
Total Current Assets	$	342,840.34

	General Fund	Mitigation Fund	Measure Q
Beginning Bal	$150,562.56	$21,533.59	$192,705.76
Revenue	$14,838.34	$1,019.52	$0.00
Expenditure	$38,319.43	$0.00	$0.00
Ending Balance	$127,081.47	$22,553.11	$192,705.76

Notes

Tri Counties there were no transactions.

General Fund Revenue and Expenditures enclosed.

Mitigation AB1600 Revenue is $1,019.52 in Fees. There were no expenses.

Measure Q there were no transactions.

NSJ Fire Protection District
CAL CARD "US BANK" Charges
11/23/2020 - 12/23/2020

Charged	For		Amount	
American Red Cross	Certification Materials		$ 30.00	
Staples	Laundry Detergent		$ 63.40	
Zap	Custom Signs / Address		$ 150.50	
Dish	Monthly Charge		$ 82.60	
Simply to Impress	Christmas Cards		$ 154.80	
Best Buy	Screen Protectors for Ipads		$ 80.59	
National Products	Mounts for Ipads		$ 184.02	
Best Buy	Ipad and Charger		$ 354.56	
Zoom			$ 14.99	
United States Postal Service	Stamps		$ 55.00	
	TOTAL		$ 1,170.46	

6 B

Fire Chief's Contract

NORTH SAN JUAN
FIRE PROTECTION DISTRICT

FIRE CHIEF SERVICE AGREEMENT

NORTH SAN JUAN FIRE PROTECTION DISTRICT (hereinafter "District"), a California fire district organized under the Fire Protection District Law of 1987 (H&S Code section 13800 et seq.) acting through its Board of Directors, located at the Post Office Box 299, North San Juan, California 95960, (hereinafter referred to as the Board) and Jason Flores, located at P.O. Box 28, North San Juan, California, 95960, in consideration of the mutual promises made herein, agree as follows:

ARTICLE 1. TERM OF SERVICE

Specified Term

Section 1.01. The Board hereby appoints Jason Flores as Fire Chief (hereinafter the "Chief") who hereby agrees to serve the district in that position for a period of two years from the date of execution of this Agreement.

Earlier Termination

Section 1.02. This agreement may be terminated earlier as hereinafter provided.

ARTICLE 2. DUTIES AND OBLIGATION OF FIRE CHIEF

Title and Description of Duties

Section 2.01. The Chief of the North San Juan Fire Department shall do and perform all services, acts, or things necessary or advisable to fulfill the duties of a Fire Chief. However, the Chief shall at all times be subject to the direction of the Board, and to the bylaws, policies, and procedures adopted by the Board. The Chief's duties and job description are more specifically set forth in the Fire Chief Job Description, and in any successor document, as the Board may from time to time adopt.

Section 2.02. The Chief agrees that, to the best of his/her ability and experience and within the resources provided by the District, the Chief will at all times loyally and conscientiously perform all of the duties and obligations required of him/her either expressly or implicitly by the terms of this agreement.

ARTICLE 3. OBLIGATIONS OF THE BOARD

General Description

Section 3.01. The Board shall provide the Chief with the incentives, benefits, and business expense reimbursements specified elsewhere in this agreement.

Office and Staff

Section 3.02. The Board shall provide the Chief with administrative staff, office equipment and supplies, and other facilities and services, as necessary for the performance of his/her duties.

Section 3.03. The Chief shall participate, during his first year, in a six-month performance evaluation with the Board or a committee designated by the Chair, and annually thereafter.

ARTICLE 4. COMPENSATION OF THE CHIEF

Section 4.01. The Board agrees to initially provide the following incentives, benefits, and expense reimbursements which may be changed from time to time, as circumstances and the District budget may necessitate:

a) Public recognition as the Chief of the Department;

b) Training necessary for the performance of Chief's duties;

c) Clothing and personal equipment determined by the Board to be necessary for the performance of Chief's duties;

d) Vehicle and equipment determined by the Board to be necessary for the performance of Chief's duties;

e) Reimbursement for necessary travel expenses;

f) Worker's Compensation coverage while performing District business.

g) Stipend: See Appendix A.

h) Reimbursements as given to firefighters.

ARTICLE 5. BUSINESS EXPENSES

Business Expenses

Section 5.01.

The Board shall promptly reimburse the Chief for all reasonable business expenses incurred by the Chief in promoting the business of the Board, including expenditures for approved travel. Receipts and documentation of expenses are required.

ARTICLE 6. TERMINATION OF SERVICE

Termination by Board

Section 6.01. This agreement may be terminated by the Board at any time with or without cause, subject only to the Chief's right to notice and an opportunity to be heard.

Termination by Chief

Section 6.02. The Chief may terminate his/her obligations under this agreement by giving at least sixty (60) days notice, in advance.

ARTICLE 7. GENERAL PROVISIONS

Notices

Section 7.01. Any notices to be given by either party to the other shall be in writing and may be transmitted either by personal delivery or by mail. Notices shall be deemed communicated as of the date of receipt.

Attorney's Fees and Costs

Section 7.02. If any legal action based in contract law is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire contract.

Entire Agreement

Section 7.03. This agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the appointment of the Chief by the Board, and contains all of the covenants and agreements between the parties with respect to that appointment in any manner whatsoever. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement, or promise not contained in this agreement shall be valid or binding.

Modifications

Section 7.04. Any modification of this agreement will be in writing and approved by the Board and the Chief.

Effect of Waiver

Section 7.05. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

Partial Invalidity

Section 7.06. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Law Governing Agreement

Section 7.07. This agreement shall be governed by and construed in accordance with the laws of the State of California.

Dated: _____ _____
, Chair

Dated: _____ _____
Jason D. Flores, Fire Chief

APPENDIX A

FIRE CHIEF'S COMPENSATION

For the two-year contract commencing in 2021 the Fire Chief's stipend is $1800/month.

7 A

Policy Change, Fixed Asset Definition, First Reading

2308.1. ACCOUNTABLE PROPERTY

(Section 2308.1 updated and adopted 5/18/2010)

Accountable property (fixed assets) has all the following characteristics:

- Normal useful life (including normal repairs) of two years or more.
- Unit cost of ~~$500.00~~ $5,000 or more.
- Repeated use with no change in its characteristics or depreciation of usefulness.

The District shall maintain and update at least annually a schedule of fixed assets that includes estimated useful lives and accumulated depreciation, as well as other data required by law.

7 C

Covid-19
Prevention Plan

COVID-19
PREVENTION PROGRAM

COVID-19 Prevention Program (CPP) for North San Juan Fire Protection District.

Date Reviewed: January, 2021

Purpose:

The purpose of the North San Juan Fire Protection District (District) COVID-19 Prevention Program (CPP) is to control exposures to the SARS-CoV-2 virus that may occur at NSJFPD worksites.

Authority and Responsibility

The CPP applies to all employees and volunteers who are covered under the District's Aerosol Transmissible Disease (ATD) program.

The Fire Chief has overall authority and responsibility for implementing the provisions of this CPP. In addition, all Department Officers are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives and policies and procedures, and assisting in maintaining a safe work environment.

Definitions

"COVID-19" means coronavirus disease, an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).

"COVID-19 case" means a person who either: (1) Has a positive "COVID-19 test" as defined in this section; (2) Is subject to COVID-19-related order to isolate issued by a local or state health official; or (3) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county. A person is no longer a "COVID-19 case" when a licensed health care professional determines that the person does not have COVID-19, in accordance with recommendations made by the California Department of Public Health (CDPH) or the local health department pursuant to authority granted under the Health and Safety Code or title 17, California Code of Regulations to CDPH or the local health department.

"COVID-19 exposure" means being within six (6) feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period" as defined here. This definition applies regardless of the use of face coverings.
"COVID-19 hazard" means exposure to potentially infectious material that may contain SARS-CoV-2, the virus that causes COVID-19. Potentially infectious materials include airborne droplets, small particle aerosols, and airborne droplet nuclei, which most commonly result from a person or persons exhaling, talking or vocalizing, coughing, sneezing, or procedures performed on persons which may aerosolize saliva or respiratory tract fluids, among other things. This also includes objects or surfaces that may be contaminated with SARS-CoV-2.

"COVID-19 symptoms" means one of the following: (1) fever of 100.4 degrees Fahrenheit or higher or chills; (2) cough; (3) shortness of breath or difficulty breathing; (4) fatigue; (5) muscle or body aches; (6) headache; (7) new loss of taste or smell; (8) sore throat; (9) congestion or runny nose; (10) nausea or vomiting; or (11) diarrhea, unless a licensed health care professional determines the person's symptoms were caused by a known condition other than COVID-19.

"COVID-19 test" means a viral test for SARS-CoV-2 that is both: (1) Approved by the United States Food and Drug Administration (FDA) or has an Emergency Use Authorization from the FDA to diagnose current infection with the SARS-CoV-2 virus; and (2) Administered in accordance with the FDA approval or the FDA Emergency Use Authorization as applicable.

"Exposed worksite" means any work location, working area, or common area at work used or accessed by a COVID-19 case during the high-risk period, including bathrooms, walkways, hallways, aisles, break or eating areas, and waiting areas.
The exposed worksite does not include buildings or facilities not entered by a COVID-19 case. Effective January 1, 2021, the "exposed worksite" also includes but is not limited to the "worksite" of the COVID-19 case as defined by Labor Code section 6409.6(d)(5).

"Face covering" means a tightly woven fabric or non-woven material with no visible holes or openings, which covers the nose and mouth.

"High-risk exposure period" means the following time period: (1) For persons who develop COVID-19 symptoms: from two (2) days before they first develop symptoms until ten (10) days after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved; or (2) For persons who test positive who never develop COVID-19 symptoms: from two (2) days before until ten (10) days after the specimen for their first positive test for COVID-19 was collected.

"Essential critical infrastructure workers" (meaning the following types of employees: (1) exposed, asymptomatic health care workers, (2) exposed, asymptomatic emergency response workers, and (3) exposed, asymptomatic social service workers who work face to face with clients in the child welfare system or in assisted living facilities) are permitted to may reduce the quarantine period to 7 days during critical staffing shortages when there is not enough staff to provide safe patient care.

Identification and Evaluation of COVID-19 Hazards

The District will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form or a similar form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee screening

The District possesses authority to require employees to be screened for COVID-19 symptoms prior to entering a worksite. Each worksite will either require employees to self-screen according to CDPH guidelines or will direct screen employees when they come to work by taking employee temperatures and asking about potential symptoms prior to entering a worksite. When direct

screening is used, face coverings will be worn by both the screener and employees, and a non-contact thermometer used.
Employees shall self-screen at home prior to arrival at their worksite. Once on site, the employee will sign a COVID 19 self-screening form confirming no COVID 19 symptoms were noted in the self-screen. Employees working overnight shifts, such as Fire Department employees, will screen at the worksite on the second day on shift and document on the provided COVID 19 screening form.

Should an employee present COVID-19 symptoms during an administered screening or a self-screen, the District will instruct the employee to remain at or return to their home or place of residence and not report to work until such time as the employee satisfies the minimum criteria to return to work. The District will advise employees of any leaves to which they may be entitled during this self-quarantine period. Further, the District has adopted policies and procedures that ensure the confidentiality of employees and comply with the CMIA and will not disclose to other employees the fact that the employees presented COVID-19 symptoms.

Correction of COVID-19 Hazards

The District will implement effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies and procedures in a timely manner based on the severity of the hazard.

This includes, but is not limited to, implementing controls and/or policies and procedures in response to the evaluations conducted related to the identification and evaluation of COVID-19 hazards and investigating and responding to COVID-19 cases at District worksites. This also includes implementing controls related to physical distancing, face coverings, engineering controls, administrative controls, and personal protective equipment (PPE).

Control of COVID-19 Hazards

Physical Distancing
Where possible, the District will ensure employees maintain at least six feet of physical distancing at our worksites by:

- Eliminating the need for workers to be at a worksite – e.g., telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to indicate where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures, such as reducing production speed, to allow greater distance between employees.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings
The District provides clean, undamaged face coverings and ensures they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.
The following are exceptions to the use of face coverings at our worksites:

- When an employee is alone in a room.
- While eating and drinking at a worksite, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

Cleaning and disinfecting

The District's cleaning and disinfecting policy requires the following:

1. Identifying and regularly cleaning and disinfecting frequently touched surfaces and objects, such as doorknobs, elevator buttons, equipment, tools, handrails, handles, controls, bathroom surfaces, and steering wheels. The District will inform employees and authorized employee representatives of cleaning and disinfection protocols, including the planned frequency and scope of regular cleaning and disinfection.

2. Prohibiting the sharing of personal protective equipment and to the extent feasible, items that employees come in regular physical contact with such as phones, headsets, desks, keyboards, writing materials, instruments, and tools. When it is not feasible to prevent sharing, sharing will be minimized, and such items and equipment shall be disinfected between uses by different people. Sharing of vehicles will be minimized to the extent feasible, and high touch points (steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) shall be disinfected between users.

3. Cleaning and disinfection of areas, material, and equipment used by a COVID-19 case during the high-risk exposure period.

Hand sanitizing

In order to implement effective hand sanitizing procedures, the District will:

- Evaluate handwashing facilities.
- Determine the need for additional facilities.
- Encourage and allow time for employee handwashing.
- Provide employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encourage employees to wash their hands for at least 20 seconds

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

The District will evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

The District provides eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such

as saliva or respiratory tract fluids.

Investigating and Responding to COVID-19 Cases

In the event that employees test positive for COVID-19 or are diagnosed with COVID-19 by a health care provider, the District will instruct the employees to remain at or return to their home or place of residence and not report to a worksite until such time as the employees satisfy the minimum criteria to return to work.

The District will protect the confidentiality of the COVID-19 cases and will not disclose to other employees the fact that the employees tested positive for or were diagnosed with COVID-19. The District will keep confidential all personal identifying information of COVID-19 cases unless expressly authorized by the employees to disclose such information or as other permitted or required under the law.

Contact Tracing

The District will utilize Appendix C: Investigating COVID-19 Cases or similar form in order to determine:

1. The date on which the employees tested positive, if asymptomatic, or the date on which the employees first presented COVID-19 symptoms;
2. The COVID-19 cases recent work history, including the day and time they were last present at a District worksite; and
3. The nature and circumstances of the COVID-19 cases' contact with other employees during the high-risk exposure period, including whether there was any COVID-19 exposure.

If the District determines that there were any COVID-19 exposures, the District will instruct those employees to remain at their home or place of residence and not report to a District worksite until such time as the employees satisfy the minimum criteria to return to work.

Reporting the Potential Exposure to Other Employees

The District will comply with all reporting and recording obligations as required under the law, including, but not limited to, reporting the COVID-19 case to the following individuals and institutions as required based on the individual circumstances: (1) employees who were present at a worksite when the COVID-19 case was present; and (2) subcontracted employees who were present at the worksite.

The District will provide COVID-19 testing at no cost to employees during their working hours to all employees who had potential COVID-19 exposure at a worksite. The District will provide these employees with information regarding COVID-19-related benefits to which the employees may be entitled under applicable federal, state, or local laws. This includes any benefits available under workers' compensation law, the federal Families First Coronavirus Response Act (FFCRA), Labor Code sections 248.1 and 248.5, Labor Code sections 3212.86 through 3212.88, local governmental requirements, the District's own leave policies, and leave guaranteed by contract.

The District will continue to provide and will maintain these employees' earnings, seniority, and all other employee rights and benefits, including the employees' right to their former job status, as if the employees had not been removed from their jobs.

The District may require that these employees use employer-provided employee sick leave benefits for this purpose and consider benefit payments from public sources in determining how to maintain earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.

Investigation to Determine Whether Workplace Conditions Contributed to COVID-19 Exposure

The District will investigate in order to determine whether any worksite conditions could have contributed to the risk of COVID-19 exposure and what could be done to reduce exposure to COVID-19 hazards.

System for Communicating

The District's goal is to ensure there is effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- District policy requires that employees immediately report to their manager or supervisor or to the Department of Human Resources any of the following: (1)the employee's presentation of COVID-19 symptoms; (2) potential exposure to a person with COVID-19; (3) possible COVID-19 hazards at worksites. Any employee making such a report can do so without fear of reprisal.
- District policy provides for an accommodation process for employees who have a medical or other condition identified by the Centers for Disease Control and Prevention ("CDC") or the employees' health care provider as placing or potentially placing the employees at increased risk of severe COVID-19 illness. o To request an accommodation under the CCP policy, employees may make a request with their manager or supervisor or the Department of Human Resources.
- In the event the District is required to provide testing because of a worksite exposure or outbreak, the District will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. Notification may be by email, phone, text, or any medium allowing rapid notification to employees.

Training and Instruction

The District will provide training and instruction that includes:

- COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
    - COVID-19 is an infectious disease that can be spread through the air.
    - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
    - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.

- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Reporting, Recordkeeping, and Access

It is the District's policy to:

- Report information about COVID-19 cases at a District worksite to the local health department whenever required by law and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section3203(b).
- Make our written COVID-19 Prevention Program available at the worksite to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Exclusion of COVID-19 Cases and Return to Work Criteria

The District will ensure that COVID-19 cases are excluded from the worksite until the individual satisfies the minimum return to work criteria as noted below:

COVID-19 cases with COVID-19 symptoms will not return to a District worksite until all the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to a District worksite until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to a worksite.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective

Exclusion of Employees with COVID-19 Exposures

The District will exclude employees with COVID-19 exposure from a worksite for 14 days after the last known close contact COVID-19 exposure.

The District will allow employees who are able to telework, and are able and available to work, to telework during the isolation or quarantine period. The District will provide these employees their normal compensation for the work that they perform during the isolation or quarantine period.

COVID 19 EMPLOYEE TESTING

The District will provide COVID-19 testing to all employees at an exposed work site except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. The District shall reimburse the employee for testing expense if other testing arrangements are made with approval of the District. COVID-19 testing will be provided at no cost to employees during employees' working hours and may take the form of one or all the following:

- Sierra Family Medical Center
- Yubadocs
- Personal Care Physician

The District shall reimburse the employee for testing expense if other testing arrangements are made with approval of the District.

MULTIPLE COVID-19 INFECTIONS AND COVID-19 OUTBREAKS

If there are three or more COVID-19 cases within a 14-day period or a worksite is identified by the local health department as the location of an outbreak, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

The District will provide COVID-19 testing to all employees at an exposed worksite except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- All employees in the exposed worksite will be tested immediately and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, the District will continue to provide COVID-19 testing of employees who remain at that worksite at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in that worksite for a 14-day period.
- The District will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the worksite in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

COVID-19 Investigation, Review and Hazard Correction

In addition to the CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, the District will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.
The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.
  - Respiratory protection.

Notifications to the local health department

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases at a District worksite, the District will contact the local health department for guidance on preventing the further spread of COVID-19 at the worksite.
The District will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the worksite of the COVID-19 case, and any other information requested by the local health department. The District will continue to give notice to the local health department of any subsequent COVID-19 cases at a District worksite.

MAJOR COVID-19 OUTBREAKS

If there are 20 or more COVID-19 cases within a 30-day period, this section of CPP will stay in effect until there are no new COVID-19 cases detected at that worksite for a 14-day period.

COVID-19 testing

The District will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at an exposed worksite during the relevant 30-day period(s) and who remain at the worksite. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

The District will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the worksite in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria,** and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

The District will comply with the requirements of the CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of the CPP **Correction of COVID-19 Hazards**, the District will take the following actions:

- In buildings or structures with mechanical ventilation, the District will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, the District will use filters with the highest compatible filtering efficiency. The District will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- The District will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- The District will evaluate whether to halt some or all operations at our worksites until COVID-19 hazards have been corrected.
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

The District will comply with the requirements of the **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department.**

Fire Chief **Date**

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: [enter name(s)]

Date: [enter date]

Name(s) of employee and authorized employee representative that participated: [enter name(s)]

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

[This form is only intended to get you started. Review the information available at www.dir.ca.gov/dosh/coronavirus/ for additional guidance on what to regularly inspect for, including issues that may be more pertinent to your particular type of workplace. You will need to modify form accordingly.]

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		**Occupation (if non-employee, why they were in the workplace):**	
Location where employee worked (or non-employee was present in the workplace):		**Date investigation was initiated:**	
Was COVID-19 test offered?		**Name(s) of staff involved in the investigation:**	
Date and time the COVID-19 case was last present in the workplace:		**Date of the positive or negative test and/or diagnosis:**	
Date the case first had one or more COVID-19 symptoms:		**Information received regarding COVID-19 test results and onset of symptoms (attach documentation):**	

Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):	

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	**Date:**		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	**Date:**		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		**What could be done to reduce exposure to COVID-19?**	
Was local health department notified?		**Date:**	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training:

Employee Name	Signature

Appendix E: COVID-19 Screening

COVID-19 Screening Form

COVID-19 SCREENING

If you are symptomatic DO NOT ENTER THE BUILDING

DATE	TIME-IN	NAME	SYMPTOMATIC Y/N	TEMP >100.3 Y/N	TIME-OUT

Appendix F: Employee Notification of Possible Exposure to COVID-19

Date:

To: All potentially affected employees

Possible Exposure to Covid-19
We are writing to inform you that you have been exposed to COVID-19 during the course of your work. A person who has either tested positive or otherwise been diagnosed with COVID-19 or a person who is subject to a public health isolation order resulting from COVID-19 or a person who has since died of COVID-19 was on the North San Juan Fire Protection District worksites during the infectious period of (Enter dates: Infectious period will be 48 hours before individual showed symptoms before subsequently testing positive for Covid). At some point during this period, you may have come into contact with this person. As a result, you may have been exposed to COVID-19.

Due to your potential exposure to COVID-19, we require you be tested between 3-5 days post exposure, and 12 days post exposure at the Sierra Family Medical Clinic. You must not return to work until you have met the "return to Work Criteria" identified in the Covid-19 Prevention Plan.

If you have a confirmed positive test, you must not report to work in person until you are cleared by your medical provider or a public health official. If you have a confirmed positive test, are otherwise diagnosed with COVID-19, or become subject to a public health isolation order unrelated to your employment, you are not required to report this medical information to us as your employer, although we would appreciate that you do as a means of helping keep our staff and community safe.

COVID-19-related Benefits & Options
Should you test positive for Covid-19, North San Juan Fire Protection District will submit a Worker's Comp Claim on your behalf. Additionally, you may be entitled to other COVID-19-related benefits under applicable federal, state, or local laws, including COVID-19-related leave under the federal Families First Coronavirus Response Act and state AB 1867.

Retaliation & Discrimination Protections
Our policies and state law protect you from retaliation or discrimination for reporting a positive COVID-19 test or order to quarantine or isolate. If in the future, you believe you are subjected to any retaliation or discrimination for your protected conduct, please inform the District Manager of Operations and Personnel. Workers who believe they have wrongfully experienced retaliation or discrimination may also file a complaint with the **Division of Labor Standards Enforcement**.

Disinfection & Safety Plan
We endeavor to maintain a safe and healthy workplace for all. We will continue to take all mitigation measures as identified in the Covid-19 Prevention Plan.

If you have any questions about this notification or if you wish to discuss your eligibility for certain COVID-19 benefits, please do not hesitate to contact The District Manager of Operations and Personnel.

Appendix G: Initial Notification to Local Public Health Department of COVID-19 Outbreak

Date:

Re: Notice of COVID-19 Outbreak at Worksite

Dear Nevada County Health Department,

The North San Juan Fire Protection District (District) is hereby notifying you that within the past 48 hours the District has become aware that three or more of its employees have tested positive for COVID-19 within the past 14-day period.

The employees who tested positive for COVID-19 are:
1)
2)
3)
4)
5)

The above listed employees all work at the following location:

If you have any questions, please contact: