NORTH SAN JUAN FIRE PROTECTION DISTRICT

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

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, April 27, 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: 926 1409 6359
Passcode: 740814

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 March 23, 2021 Regular Board Meeting 🕮

4. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

5. **REPORTS**
   - **A.** Chief's Report – Jason Flores
     - **i.** March 2021 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach

Action

     - **i.** Financials- March 2021: Funds Summary, Disbursements, Deposit Detail, Cal Card 🕮
   - **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
   - **B.** "Preparing for Large Fires" Discussion – Tim Tschantz

7. **NEW BUSINESS**

Action

   - **A.** SCI Consulting Group Service Agreement – Pat Leach 🕮

7. **NEXT MEETING: May 25, 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.

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Draft Minutes
3/23/2021
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
Phone (530) 292-9159 Fax (530) 292-1417
www.nsjfire.org
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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, March 23, 2021
Draft

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

ABSENT: Rhea Williamson and Samantha Hinrichs

1. **CALL TO ORDER:** Meeting called to order at 5:01 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   No public comment.

3. **CONSENT CALENDAR:**
   A. Minutes of February 23, 2021, Regular Board Meeting

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

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

   Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

4. **ANNOUNCEMENTS:**
   None

5. **REPORTS**
   Rhea Williamson Joined the Meeting at 5:05 PM during the Chief's Report
   A. Chief's Report – Chief Jason Flores
   - Presented call statistics for February 2021.
   - 6168 is currently in Modesto getting some minor work done, should be back by the end of the week.
   - Boyd Johnson joined Chief Flores for the District's ISO review with Andrew Bolton, ISO representative. The Board Chair should be receiving a letter within a few month with our rating. It looks like we should be at least maintaining our current rating with the possibility of a slight improvement for the Ananda area.

Jason Flores dropped from Zoom at 5:08 PM, the Board Chair moved to Item 7 A. This item was continued at 5:34.

Tim Tschantz asked if Andrew Bolton provided information on how we could improve our ISO rating. Boyd Johnson replied that although we are currently rated a 6, Andrew Bolton advised that with a few changes, we could possible achieve a 5. Chief Flores will have to decide whether to make those changes.

Tim Tschantz asked if the potential improved rating would help homeowners obtain or maintain fire insurance. Boyd Johnson responded that he understands the ISO rating affects commercial properties more than residential, but it would be wonderful if it could help our residents. Rhea Williamson added that being a part of a FireWise Community has helped bring her insurance rate down. Whatever we can do to help homeowners with insurance would be great. Chief Flores re-joined the meeting to provide a brief overview of how ISO determines ratings.

- There will be some control burns in the area, BLM is planning to pile burn 300 acres in the Shields Camp are.
- In conjunction with Tom Browning, Chief Flores is involved in the Zone Haven program. This program is focused on evacuations due to wildfires.
- The Department purchased 10 new AED's.

B. Treasurer's Report – Pat leach

i. Financials- February 2021: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Bruce Boyd moved to approve the February 2021 Cash Disbursements, Cal Card, and Measure Q Expenditures as presented, Rhea Williamson seconded, motion passed by unanimous vote as follows:

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

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

C. District Manager's Report – Lynn McGarva

Lynn McGarva gave Naima, our landscaper, approval to purchase and plant a cherry tree in Tracy's honor in our Memorial Garden.

D. Firefighters Association Report – Angela Flores

- In place of the Spaghetti Dinner, the Association is planning a drive-through BBQ at station 1 on Saturday, April 24th, 1600-2000 hours. In addition to the dinner, there will be a raffle and the Association will be selling shirts with the new logo. The goal is to sell 200 dinners. There will not be a vegetarian option, but sides will be vegetarian.

Heidi Ryan said she would ensure Samantha Hinrichs gets the info on the BBQ fundraiser for the newsletter.

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

Pat Leach announced that she is now working part time for the Fire Safe Council, completing the same work she does on the Ridge, now throughout the entire County. There are 76 FireWise Communities in the County, with another 30 waiting to begin the process. Joanne Fires-Kaufman is helping develop FireWise Communities on the Ridge pro-bono, she has been an incredible asset. By the end of the year, there will likely be 13 FireWise Communities on the Ridge.

Of note, there is currently a moratorium for dropping fire insurance through mid-October following the Jones Fire, based on zip code.

F. NCFA Report – Pat Leach.

Next meeting is in May to create the new budget. The JPA's CPA is currently auditing the Nevada County Fire Agency.

Although NSJFPD is not currently paying for use of the Grass Valley SCBA filling station, our new SCBA's will be compatible with that system should we ever need to use it.

6. OLD BUSINESS

A. Water Storage Committee Update- Bruce Boyd

The Water Storage Committee met last week and looked at the following potential tank sites throughout the District.

- Rich's Mead's property on Cruzon Grade is an excellent location.
- Sages Road near Salmon Mine was identified, but the access could be difficult for the water tender.
- Corner of Birchville Road and Highway 49 next to the pond, but there doesn't seem to be enough space.
- Highway 49 near old highway road has lots of room for staging, but we would need to work with Cal Trans about an easement.
- Adding another tank at Station 1 would be relatively simple.

Rhea Williamson has been researching potential grants through many different avenues and has prepared a document that could serve as the start of a grant proposal should we find an opportunity. Unrelated to water storage, there appears to be some grants available that would be beneficial to our community in other ways.

Tim Tschantz asked how water storage relates to ISO ratings. Chief Flores stated that one of the ISO requirements is to be able to pump 250 gallons per minute for two hours, which can be achieved in Ananda with their water storage. That number can also be achieved with a 30,000 gallon tank.

Rhea Williamson brought up the proposed water tank above North San Juan that could feed a hydrant system for that area. Pat confirmed that there is a plan to put 120,000 gallon tank on the top of Flume Street. This was included in the 2010 Area Plan adopted by the County. The plan for that water system is written and shovel ready,

but it needs a funding source. Any new commercial development in the North San Juan Area hinges on this water system being completed.

B. "Preparing for Large Fires" – Tim Tschantz

Pat Leach said she would like to focus on evacuation routes and encouraging landowners to clear their roads for ingress/egress.

Bruce Boyd would like to focus on education in our community and suggested we could apply for a CAL FIRE grant Rhea Williamson mentioned earlier (deadline of May 19) to develop a robust community outreach program.

Tim Tschantz would like to utilize the newsletter for community outreach. Tim also suggested seeking a grant to obtain evacuation signs. However, as the County of Nevada is currently working on testing new road signage and it was agreed that the District should consider signage in conjunction with the County.

Tim Tschantz would like to review our identified Safety Zones and coordinate with Ananda about being used as a safety zone as well as an area to house livestock.

Bruce Boyd asked Pat Leach to check with our local Fire Wise communities to see what they would like to see from the Fire Department

7. NEW BUSINESS

A. FY 2019-20 Audit - Pat Leach

This item was heard out of order at 5:08

Zach Pehling provided an overview of the audit and highlighted the notable differences from the previous audits. Zach specifically addressed the "Other Matters" section in the *Independent Auditor's Report*. He clarified that the *Management's Discussion and Analysis* is the District's opportunity to describe why significant changes were made to the budget over the fiscal year. As an example, if there were significant unplanned revenues from Strike Team activity that required Budget Adjustments, those would be explained there. The *Management's Discussion and Analysis* also gives the public a three-year trend of the District's finances and gives the District the ability to explain why budgets look different year over year.

Rhea Williamson asked for a description of the line-item *Construction in Progress* on page 10. Zach responded that that line encompasses the cost for the new engine because the District was not in possession of it when the audit was completed, so it was not yet being depreciated.

Rhea Williamson asked for clarification for why the District has 'not established an allowance for uncollectable receivables for Governmental or Grant Finds' under the *Accounts Receivable* sub header in *Notes to Financial Statements*. Looking forward, the District would like to be the recipient of grants, do we need to accommodate this? Zach responded that this item is more focused for private enterprises who bill after rendering services and run the risk of not receiving payment. Grantors generally always pay.

Boyd Johnson asked why the Audit document was dated November 25. Zach responded that the Audit was dated the last day the Field work and the final Audit was delayed until 6168 was delivered.

Boyd Johnson asked about some cover letters that were provided with the Audit that were not distributed and made public. Zach said that one of the letters lays out how the audit went and who was consulted. The second letter details that auditors do not audit internal controls. Zach will send the letters again.

Rhea asked about page 15 under *Capital Assets*, which states that our Fixed Asset cost is $5,000, but our existing policy is $500, a point which will be further discussed tonight. Zach responded that he understood our Fixed Asset number was changed to $5,000. For Zach to change the Fixed Asset cost to $500, the Audit would need to be re-done. Bruce Boyd added that he reads the Audit as Zach reporting on assets above $5,000, but he is not deciding on what that number should be. Rhea responded that she could accept that and move forward with a vote.

Bruce Boyd moved to accept the Audit as presented, Pat Leach seconded, motion passed by roll call vote as follows:

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

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

B. Current Fixed Asset Inventory – Pat Leach

Pat Leacch provided a brief overview of the Current Fixed Asset Inventory, then a discussion ensued about what would change with this list if the Fixed Asset Definition changes from $500 to $5,000. Ultimately, the Fixed Asset Inventory is only for items that will be depreciated, the District will still track all inventory regardless of cost.

Rhea Williamson did point out that according to the Current Fixed Asset Inventory, the owner of station 1 was different than the other two stations and suggested that be corrected. Additionally, Rhea asked if the District has a vehicle replacement Plan as we have many old fire engines. Tim Tschantz suggested we discuss a vehicle replacement plan at the next meeting.

C. Policy: Fixed Asset Definition, Second Reading – Pat Leach

Pat Leach read the proposed policy change of the Fixed Asset Definition.

Bruce Boyd moved to adopt the policy as amended, Pat Leach seconded, motion passed by roll call vote as follows:

Bruce Boyd – Aye
Pat Leach – Aye

Rhea Williamson – Aye
Samantha Hinrichs – Absent
Tim Tschantz - Aye

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

D. **Declare Engine 6160 Surplus Under District Policy 2308.4 and Approve the Sale/Sales Agreement with Pike City Fire Department – Tim Tschantz**
This item was heard out of order at 6:09
Rae Bell from Pliocene Ridge Community Services District wanted to ensure the title is transferred to *Pliocene Ridge Community Services District*. Also, the Sales Agreement needs to be amended to reflect the correct Grantee name, should be Pliocene Ridge Community Services District, not Pliocene Ridge Community Service District.

Bruce Boyd moved to surplus Engine 6160 and approve the Sales Agreement with the Grantee name correction, Rhea Williamson seconded, motion passed by roll call vote as follows:

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

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

8. **NEXT MEETING:** April 27, 2021, time and location to be determined.
9. **ADJOURNMENT:** Meeting adjourned at 7:06 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

5 A

March 2021

Statistics

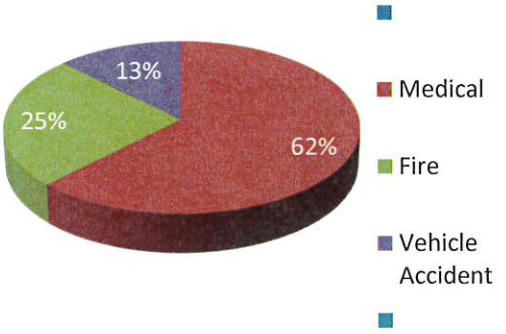
NSJFPD INCIDENT RESPONSE DETAIL - March 2021

Date	Type	Location	Minutes	Responders	Notes	Out of District Responses	Response Time
3/2	MA	Old Rd (005487)	49	1	SNMH Transport		34
3/3	MA	Cherokee (005536)	16	1	Canceled		
3/3	DSC	San Francisco (005577)	33	2	UTL		
3/4	MA	Pleasant Valley (005603)	14	4	No Medical Need		6
3/5	VA	Hwy 49 (005680)	51	3	SNMH Transport		14
3/5	VA	Pleasant Valley (005692)	68	7	Medic 44 Transport		13
3/5	FS	Round Mountain (005736)	336	5	6191 Committed	*	67
3/12	MA	Tyler Foote (006393)	53	2	Patient Contact		8
3/19	MA	Sweetland (007003)	36	2	SNMH Transport		25
3/19	FW	Indigo (007057)	29	4	Extinguished		
3/22	FW	Sanctuary (007314)	42	2	Canceled	*	
3/23	MA	Purdon Bridge (007419)	123	1	SNMH Transport		29
3/24	MA	Tyler Foote (007493)	39	1	SNMH Transport		8
3/25	MA	Rainbows End (007542)	85	2	Canceled		70
3/28	MA	Sages (007870)	52	2	SNMH Transport		9
3/30	MA	Buttermilk Bend (008019)	70	2	Patient AMA		26

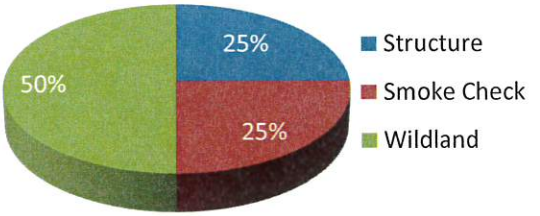
Total Calls:	16
Total Man Hours:	57.50
Average FF/Call:	2.6

North San Juan Fire Department
Call Details
March 2021

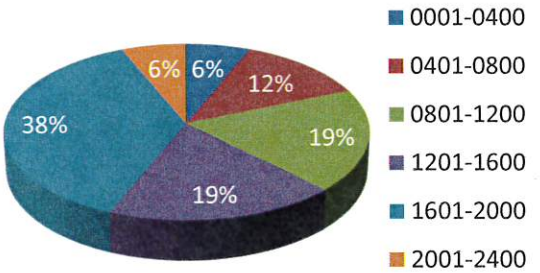
Call Type



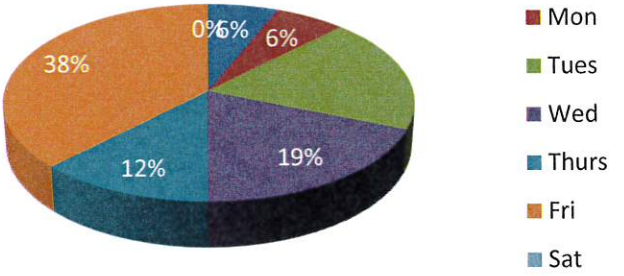
Fire Type



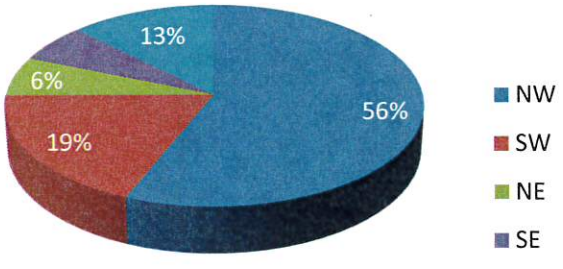
Time of Day

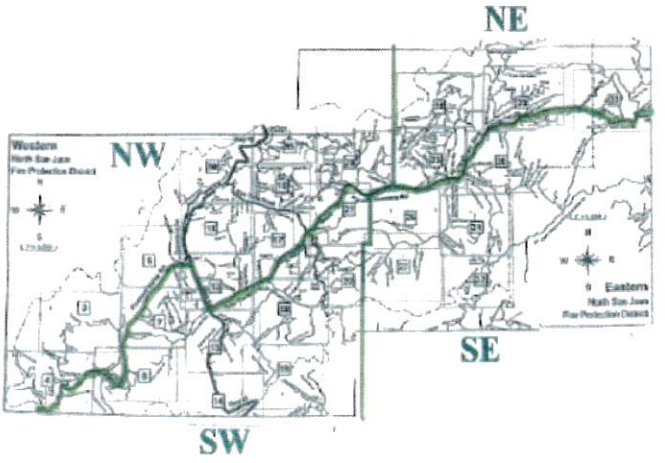


Day of Week



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	15	10										**39**
Vehicle Accident	5	2	2										**9**
Fire - Structure	2	1	1										**4**
Fire - Wildland		1	2										**3**
Fire - Structure/Wildland													**0**
Fire - Vehicle													**0**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	3	1	1										**5**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby	1												**1**
Hazard		1											**1**
Public Assist	1												**1**
Other	2												**2**
Totals:	**28**	**21**	**16**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65**

Previous Years Summary				
2021	**2020**	**2019**	**2018**	**2017**
39	188	189	207	198
9	44	50	40	60
4	8	7	8	8
3	23	9	21	22
0	0	0	0	0
0	6	13	1	5
0	0	1	2	0
5	30	8	25	7
0	1	31	5	8
0	1	0	0	0
0	0	2	9	9
1	2	0	0	1
1	12	19	8	17
1	10	13	18	15
2	5	5	3	0
65	**330**	**347**	**347**	**350**

2021 Monthly Totals:	**28**	**21**	**16**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**65**
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	3	4										**9**
Special Training	2	1	5										**8**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**4**	**4**	**9**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**17**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 Monthly Totals:		1	2										
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**

5 B

March 2021
Financials

NSJ Fire Protection District

Funds Summary

Period Ending 03/31/2021

		March 31, 2021
Current Assets		
Checking/Savings		
Tri-Counties Bank	$	500.00
General Fund - Nevada County		$472,678.89
Mitigation Fund - Nevada County		$26,122.06
Measure Q - Nevada County		$135,781.64
Total Checking/Savings	$	635,082.59
Total Current Assets	$	635,082.59

	General Fund	Mitigation Fund	Measure Q
Beginning Bal	$215,349.51	$26,010.46	$135,011.33
Revenue	$309,626.52	$111.60	$770.31
Expenditure	$52,297.14	$0.00	$0.00
Ending Balance	$472,678.89	$26,122.06	$135,781.64

Notes

Tri Counties there were no transactions.

General Fund Revenue and Expenditures enclosed.

Mitigation AB1600 Revenue is $111.60 in Interest. There were no expenses.

Measure Q is $770.31 in Interest. There were no expenses.

NSJ Fire Protection District
General Fund Detail Report
March 2021

Date	Name	Memo	Amount
03/01/2021	Life Assist, Inc.	Airway Tubes	-5.70
03/01/2021	FF Green, William (reim)	Epoxy Glue	-27.69
03/01/2021	PG&E Station #1	All Stations	-30.22
03/01/2021	Life Assist, Inc.	Airways	-71.50
03/01/2021	FF Green, William (reim)	Training	-100.00
03/01/2021	Boyett Petroleum	Fuel	-116.01
03/01/2021	Life Assist, Inc.	IV Supplies, Aspirin	-126.07
03/01/2021	Life Assist, Inc.	IV Supplies, Aspirin	0.00
03/01/2021	Jamie Kuryllo	Grant Writing	-200.00
03/01/2021	AT&T Calnet 3	Phone System	-216.81
03/01/2021	Mountain Woman Gardening	Ground Maintenance	-236.25
03/01/2021	FF Fites-Kaufman, Casey (reim)	Class B license, TB Test	-290.25
03/01/2021	Life Assist, Inc.	Nasophayngeal Airways	-337.79
03/01/2021	Mountain Woman Gardening	Memory Tree, Ground Maintenance	-393.75
03/01/2021	FF Goering, Mark (reim)	Replace Stale Dated Check #222598	-55.68
03/04/2021	Mountain Woman Gardening	Ground Maintenance	-102.00
03/04/2021	Rice Business Solutions	Payroll and Payroll Taxes	-123.75
03/04/2021	Northern Sierra Propane	Propane all stations	-417.44
03/04/2021	Boyett Petroleum	Fuel	-524.19
03/04/2021	US Bank	See Cal Card Expenses	-1,590.11
03/04/2021	Grass Valley Sign	Resident Address Signs	-1,688.00
03/04/2021	SCI Consulting Group	Last	-2,176.00
03/04/2021	Pehling and Pehling	Final Audit payment	-2,425.00
03/04/2021	USDA - Forest Service	Qtr 2 Operational MOU	-3,097.43
03/04/2021	Caliber Collision	Repair 6132	-3,587.81
03/04/2021	Admin Net Pay	Admin Payroll	-1,174.64
03/04/2021	FF Strike Team	BTU Strke Team Incident	-6,579.74
03/04/2021	FF Strike Team	BTU Incident	-8,966.94
03/19/2021	Admin Net Pay	Admin Pay	-1,127.59
03/19/2021	Admin Net Pay	Admin + RetroActive Pay	-2,036.68
03/22/2021	FF Strike Team	Strike Team Pay	-6,579.74
03/24/2021	Internal Revenue Service	Fed Payroll Taxes	-7,027.56
03/24/2021	EDD	State Payroll Taxes	-864.80
		Total General Fund Expenditures	**-52,297.14**

NSJ Fire Protection District
General Fund Revenue Detail Report
March 2021

	Date	Name	Memo	Amount
	03/31/2021	Nevada County	Interest	1,198.73
	03/31/2021	Nevada County	Current Unsecured Tax	0.16
	03/31/2021	Nevada County	Prior Unsecurted Tax	37.60
	03/31/2021	Nevada County	Supplemental Prior Tax	12.36
	03/31/2021	Nevada County	Suppliemental Secured Tax	654.98
	03/31/2021	Nevada County	Prop 172	10,286.75
*	03/31/2021	Nevada County - OES	Strike Team Revenue	297,435.94
				309,626.52

*Strike Team Incidents

July Complex	23,941.78
Sheep	23,764.95
North Complex	186,918.74
Timmer	12,446.42
East Fork	50,364.05
Total	**297,435.94**

7 B

Service Agreement with SCI Consulting Group

SCIConsultingGroup
Public Finance Consulting Services

January 27, 2021

Submitted via e-mail
districtsecretary@nsjfire.org

Heidi Ryan, Operations and Personnel Manager & Board Secretary
North San Juan Fire Protection District
PO Box 299
North San Juan, CA 95960

Re: Agreement for Providing Levy Administration Services for the North San Juan Fire Protection District

Dear Ms. Ryan:

SCI Consulting Group ("SCI") is pleased to submit, for your review, the enclosed Agreement to provide professional consulting and levy administration services for the North San Juan Fire Protection District 1986 Voter Approved Parcel Charge and the 2014 Measure Q Tax.

Established in 1985, SCI Consulting Group is a recognized public finance consulting firm with leading expertise in assisting California public agencies with local funding of public services and improvements. We also possess industry leading expertise with the important legal and procedural requirements for the formation of Community Facilities Districts, Benefit Assessment Districts and other local financing mechanisms. SCI has formed and annually administers over 850 special taxes, assessments and fees for over 140 public agencies throughout the State. This expertise and experience will ensure that your goals and objectives are met successfully, collaboratively, on schedule and on budget.

The Scope of Work within this Agreement includes the tasks required for the year-round administration of the Tax levies. Below is a summary of the Scope of Work.

Confirmation of District Parcels, Levy Calculation, Verification and Submittal On an annual basis, SCI will calculate and confirm levies on a parcel-by-parcel basis for all properties based on final lien roll data as of July 1. We take great pride in our levy determination process and our stringent quality control and oversight to ensure the accuracy of the levies. Each year for every special levy, we conduct over 50 checks and validation queries on each parcel so any parcels that may require additional research can be identified, researched and determined. After the levies have been determined, another consultant with SCI will perform a thorough peer review and audit. These multiple stage reviews and quality assurance steps are a key element in SCI's proven ability to ensure the highest level of accuracy and to maximize special levy revenues for our clients.

District Information and Levy Confirmation After submittal of the levy rolls to the County Auditor, SCI will confirm with the Auditor the number of parcels to be charged and the total revenue for the coming year, and we will report these figures to the District.

Annual Special Tax Report, Accountability Reporting and Other Documents Each year SCI will prepare a combined Special Tax Report and provide information for the District to complete the Financial Transactions Reporting as required by the Government Code. SCI will make recommendations for upgrades to the Annual Special Tax Report, Resolutions and other related documents as needed.

Responding to Public Inquiries and Appeals SCI will coordinate with the County for our taxpayer inquiry line to be placed on the County tax bill so taxpayers can directly contact SCI throughout the fiscal year with questions regarding the levy. We have representatives who are fluent in English and Spanish. SCI will research and, if necessary, revise any levies which are based upon incorrect assessor information used in the determination of the levy. If any taxpayer appeals a special levy for their property, SCI will investigate the claim and adjust the levy as needed. Our goal is to represent the District professionally and to minimize any inconvenience to the inquiring taxpayer or the District.

Attached is the Agreement for fiscal years 2021-22 through 2025-26 levy administration services. If the Agreement meets with your approval, please sign and return a copy to me at your earliest convenience.

If you have any questions or require additional information, please do not hesitate to contact me. I can be reached at (707) 430-4300 or via email at jerry.bradshaw@sci-cg.com. We look forward to this opportunity to assist the District with this important project and stand ready to proceed.

Sincerely,

Jerry Bradshaw
Senior Engineer

THIS AGREEMENT is made on _____, 20__, between the **North San Juan Fire Protection District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.

2. **Payment.**

   a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all the Consultant's costs and expenses related to the Work.

   b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.

3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.

4. **Insurance.**

   a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	$2,000,000 per occurrence $4,000,000 aggregate
Automobile Liability	$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	$1,000,000 per occurrence & $1,000,000 aggregate

   b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.

   c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.

6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.

8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.

9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.

10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.

12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.

13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.

14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

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

Consultant:
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

SCOPE OF WORK

This section outlines the levy administration services and other responsibilities SCI would perform as the Special Tax Administrator for North San Juan Fire Protection District.

DEFINITIONS

District:	North San Juan Fire Protection District, staff and Directors.
Special Taxes:	2014 Measure Q Tax 1986 Voter Approved Parcel Charge
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors
Administration:	Services related to the determination, levy and collection of special tax revenues

IDENTIFICATION OF DISTRICT PARCELS AND LEVY CALCULATION

1. Obtain and carefully review the resolution ordering the election and other election documents for the Special Taxes to develop a thorough understanding of the tax requirements.
2. Calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the District as a basis for the annual budget.

DOCUMENT PREPARATION

1. Prepare any needed resolutions and staff reports for the Special Taxes.
2. Prepare and assist with the publication of any notices for the continuation of the Special Taxes if needed.
3. Attend the District Board meeting as needed, including those at which the resolution is approved.

CONFIRMATION OF DISTRICT PARCELS, LEVY CALCULATION, VERIFICATION AND SUBMITTAL

1. Create databases including every parcel in the boundaries of the District, including the parcel attributes necessary for calculating the Special Taxes, and update them with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new tax calculation and recalculate the final taxes on a parcel-by-parcel basis.
3. Prepare the final Tax Rolls for the Special Taxes and submit them to the County for inclusion on the upcoming fiscal year tax bills.

DISTRICT INFORMATION AND LEVY CONFIRMATION

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

Annual Special Tax Report and Other Accountability Reporting Requirements

1. Prepare a combined annual Special Tax Report to ensure compliance with the Government Code 50075 et seq, and file it with the District by January 1 after the close of the fiscal year.
2. Complete the parcel tax reporting forms, as required per Government Code 12463.2, and forward the completed forms to the District to be filed with the District's annual Financial Transactions Report to the State Controller's Office within 7 months after the close of the fiscal year.

Responding to Public Inquiries And Appeals

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the Special Tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

FEE SCHEDULE

SCI shall be compensated for the performance of the Scope of Work as follows:

Fiscal Year	Fee	Authorized Incidental Costs	Total Contract Amount
FY 2021-22	$ 5,845	$ 350	$ 6,195
FY 2022-23	$ 6,020	$ 350	$ 6,370
FY 2023-24	$ 6,200	$ 350	$ 6,550
FY 2024-25	$ 6,390	$ 350	$ 6,740
FY 2025-26	$ 6,580	$ 350	$ 6,930

1. Each year upon the submittal of the levies to the County Auditors, the sum of $4,000 shall be due. The remainder shall be due on January 31 of the fiscal year.
2. Incidental costs incurred by SCI for the purchase of property data, maps, travel, and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed $350 per year, without prior authorization from the District.
3. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of $750 per person per meeting.
4. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.

Note: All costs associated with this proposal can be financed or refunded by tax proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

SIGNATURE PAGE

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:	**Accepted:**
Heidi Ryan Operations and Personnel Manager Board Secretary North San Juan Fire Protection District	John W. Bliss President SCI Consulting Group
Date	1/27/2021 Date