NORTH SAN JUAN FIRE PROTECTION DISTRICT

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

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, June 22, 2021
AGENDA

Due to Covid-19, this Board Meeting can be accessed by phone:
Dial: 1-669-900-6833
Meeting ID: 941 6334 2372
Passcode: 124368

1. **7:00 P.M. – CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

2. **7:01 P.M. or as soon thereafter as possible – PUBLIC COMMENT ON MATTERS NOT ON AGENDA**
As per the Brown Act, members of the community are free to speak on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair will recognize individuals who wish to speak. Comments should be directed to the Board. Each individual shall be given one opportunity to speak. Please limit your comments to five minutes.

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 May 27, 2021 Regular Board Meeting 🕮
   - **B.** Correspondence

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

5. **REPORTS**
   - **A.** Chief's Report – Jason Flores
     - **i.** May 2021 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach
     - Action **i.** Financials- May 2021: Funds Summary, Disbursements, Deposit Detail, Cal Card 🕮
     - Action **ii.** Preliminary Budget FY 2021-22 🕮
     - Action **iii.** Funds Transfer from AB 1600 Mitigation Fund (6777) to Measure Q Fund (6717)
     - Action **iv.** Funds Transfer from Measure Q (6717) to General Fund (6720)
   - **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.** Resolution 2021-06, Capital Facilities Plan Update– Bruce Boyd 🕮
   - Action **B.** Resolution 2021-07, Recognition of Scott Jones Service to NSJFPD – Boyd Johnson 🕮
   - **C.** Tracy Corris Recognition Discussion– Heidi Ryan
   - **D.** Commercial Agriculture Impacts to System Discussion – Jason Flores

8. **NEXT MEETING: July 27, 2021**

9. **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

May 25, 2021

NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California 95959
P.O. Box 299, North San Juan, CA 95960
Phone (530) 292-9159 Fax (530) 292-1417
www.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, May 25, 2021
Draft

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

ABSENT: None

1. **CALL TO ORDER:** Meeting called to order at 5:00 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
   No public comment.

3. **CONSENT CALENDAR:**
   A. Minutes of April 27, 2021, Regular Board Meeting

   Rhea Williamson moved to approve the Consent Calendar, Pat Leach seconded, motion passed by roll call 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

4. **ANNOUNCEMENTS:**
   Bruce Boyd announced that his wife, Holly, has completed the spaghetti spoon gift for Paul Castiglioni. Bruce asked the Board members for assistance in what to have transcribed on the bottom of the spoon holder.

   Rhea Williamson let the Board know that her and Samantha Hinrichs are working together on the Newsletter, and should have one out soon.

   Tim Tschantz would like to see an increase our outreach to the community so they know what the fire department does. Tim suggested Samantha obtain a working title of "Communications Director" to help with outreach. A discussion ensued about how to utilize our Facebook page and Website to keep our constituents informed.

5. **REPORTS**

A. **Chief's Report –**

- Presented Statistics for April 2021.
- Burn ban is now in effect.
- CAL FIRE has staffed one engine at Columbia Hill, will staff two engines by June 1st.
- 6168 is now in service.
- Three new firefighters with the Department: Badri, Sambhava, and Michael. Heidi Ryan will be helping process one additional new recruit named Michael as well. This crew has already completed their field day for their wildland certification and have completed First Aid/CPR.
- Scott Jones, an administrative volunteer who has worked on our AED program for 12 plus yeas has chosen to step back, I would like to find a way to recognize him.
- In person trainings have been focusing on wild land.
- Recent promotions: Chris Dorn to Captain, Nathaniel Van Order to Engineer, Andy Guetebier to Engineer, Bill Scott to Engineer, and Chris Rainville to Engineer.
- Will be processing Mutual-Aid and Auto-Aid agreements in the next few weeks.

B. **Treasurer's Report – Pat leach**

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

Pat Leach presented the April 2021 financials and announced to the group that she will be presenting the Preliminary Budget for FY 2021-22 at the June Board Meeting.

Bruce Boyd asked if the lease payment for Engine 6168 would primarily come out of the Mitigation Fund. Pat Leach responded that the lease payment will be made using funds from the Measure Q Fund and the Mitigation Fund.

Boyd Johnson asked for details on the $500 payment to the District's Council. Pat Leach responded that this was for a contract review, an ongoing HR issue, and inquiries on Covid-19.

Pat Leach mentioned that Joann Fites-Kaufman sent a letter to the Board and is offering to volunteer some time and effort to help make financial information readily available for grant applications. The letter will be discussed further at the June 2021 Board Meeting.

Samantha Hinrichs asked Lynn McGarva for an update on the Microsoft billing issue. Lynn responded that the issue was taken care of and will be reflected in the June Financials.

Rhea Williamson moved to approve the April 2021 Financials as presented, Bruce Boyd 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. **District Manager's Report – Lynn McGarva**

Lynn announced that she is contacting electrical contractors to get quotes to have the wiring organized at Station 3. The office has had many technical issues that take time to resolve, this could help to streamline the troubleshooting of issues in the future.

Lynn has been processing 2020 stike team revenues and payouts.

With the end of the Fiscal Year approaching, Lynn will be working on closing the books And will be contacting Zach Pehling about the 2020-21 audit.

Lynn also reminded the Board that prompt responses to email is incredibly helpful for office operations.

D. **Firefighters Association Report – Angela Flores**

This item was heard out of order at 5:46

Three new members with the Department, all very forward and proactive. The Association is focusing on how to best utilize the income form the drive-through BBQ fundraiser, goals for this year, and orienting new recruits.

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

First four day green waste drop off on Brunswick/Bennet, it was hugely successful. The Council is still struggling with no receptionist and lack of crews.

The San Juan Ridge Taxpayers Association will host a few zoom meetings a year for FireWise communities to better understand the greatest needs on the Ridge. Hopefully with time, we will help to lower the temperature of fires on the Ridge.

Lake City/Grizzly Hill is a new FireWise Community on the Ridge.

F. **NCFA Report – Pat Leach.**

Next meeting is next month.

6. **OLD BUSINESS**

A. Water Storage Committee Update- Bruce Boyd

Bruce Boyd announced that Tom Browning contacted Mike Covert to get estimates for a 10,000 water storage system, Mike responded that the same size water system at Station 2 cost roughly $13,000. Mike did add that tanks are hard to find these days and delivery could be delayed.

Bruce Boyd met with Rich Mead at the location of the proposed Cruzon Grade site to measure for an easement. California Survey Company can draw up an easement quickly at a cost of roughly $500. This easement would be exclusive to fire use, and if we abandon the site, the tanks would revert to the land owner.

B. "Preparing for Large Fires" – Tim Tschantz

Rhea Williamson has reached out to the Town of Washington about the signage they received through grant funding from the California Fire Foundation. Rhea also emailed the Director of Nevada County Public Works, Trisha Tillotson, who provided lots of information. Trisha suggested we come up with a draft plan of what we want and run it through the County before purchasing. Tim Tschantz asked if we could get signage up this summer, Rhea responded that that is hard to know at this time.

As requested by Tim Tschantz, Jason Flores provided an overview of the Zone Haven program.

Tim Tschantz announced that it would be helpful to have evacuation maps available throughout the Community. Samantha suggested we develop a sub-community to focus of evacuation routes and how to present to the community. Jason Flores asked to be involved and recommended JoAnne Fites-Kaufman be involved as well.

Tim Tschantz mentioned that in the event of a large fire, Lynn McGarva has offered to man the phones at Station 3 and asked Tom Browning to help prepare canned messages for use. Tim asked if we could find local volunteers to help man phones.

Heidi Ryan asked how the local Emergency Support Team could assist during the development of a large incident in the first operational period and if they have a PIO element. Tom Browning replied that the team would not be involved until at least 24 hours in.

Pat Leach reminded the group that County OES has provided large sandwich board to present information. The signs will be tested in June leading to the Town Hall with Supervisor Sue Hoek.

7. NEW BUSINESS

A. Resolution 2021-04, Authorizing Nevada County Auditor Controller to Collect Special Taxes - Pat Leach

This is an annual requirement.

Bruce Boyd moved to accept Resolution 2021-04 Authorizing Nevada County Auditor Controller to Collect Special Taxes for FY 2021-22, Samantha Hinrichs seconded, motion passed by roll call 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

B. Resolution 2021-05, Collection of Special Tax (Measure Q) – Pat Leach
This is also an annual requirement since Measure Q was voted in in 2014.
Pat Leach moved to accept Resolution 2021-05, Collection of Special Tax (Meassure Q), Rhea Williamson seconded, motion passed by roll call 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. Notice to Community Regarding Covid – 19 – Tom Browning
This message was discussed at the last staff meeting to clarify the Departments stance regarding Covid-19 and Covid-19 vaccinations as there is conflicting information from various levels/departments of government.

Tom Browning recommended personal protective equipment (PPE) be written out completely. Rhea Williamson asked to have Federal added in front of CDC.

8. **NEXT MEETING:** June 22, 2021, time, and location to be determined.
9. **ADJOURNMENT:** Meeting adjourned at 6:22 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

3 B

Correspondence

Jo Ann Fites-Kaufman
PO Box 107
North San Juan, CA 95960

May 23, 2021

Board of Directors
North San Juan Fire Protection District

Dear Members of the Board,

I am writing to you about several observations, requests and recommendations regarding the budget and landscaping at Station 3. First, I would like to say that I greatly appreciate all of your efforts in managing our district. It is a challenging job that is mostly behind the scenes. The district provides critical services for our community on a shoestring budget. This involves many difficult choices. Often, there is little room for discretion because basic costs of insurance and utilities eat up a major portion of the yearly expenditures. By the time all of the basic costs are covered, there is a meager amount remaining for basic firefighting and medical safety equipment and gear. Observations I made while writing a FEMA grant for the department and my review of budget data while I was on the board and more recently at finance committee meetings have given me insight into the situation. My recommendations are on how to address budget vs needs for safety equipment and gear which is paramount to our first responder safety and ultimately all of our safety in the community. In addition, I have recommendations concerning landscaping at Station 3 that addresses both budget concerns and firefighter safety concerns I have.

When I was working on a FEMA grant application for firefighting safety equipment and gear, key areas of the application focused on existing budget and current inventory and status of critical safety gear/equipment compared to needs. I observed that the NSJFPD budget categories are detailed but do not correspond in all cases to the budget categories that FEMA requires. I had to estimate some of the FEMA items by splitting some NSFPD items (estimated proportions) and combining others. The NSJFPD budget categories are very detailed but do not correspond well to some of the important FEMA categories. This may meet the needs of the board but are more detailed than I as a member of the public needs to see. I believe that the extensive detail also can obscure key categories of the budget that are important. I found the FEMA categories to be useful in painting a picture of the district operations. The FEMA budget items clearly separate out indirect costs compared to equipment and gear or apparatus. I have shared these categories with the finance committee and recommend that the board do some reorganization of the budget categories so that they align with FEMA categories and allow summary reports that would be clearer for someone from the public to examine. Sometimes it is helpful to be able to drill down to detail but not always. It's easy to get lost in the weeks without getting a handle on obvious areas of importance. One of the reasons that the FEMA categories are so useful is that they highlight the main categories of apparatus, response expenses, and PPE/gear.

FEMA Budget Categories
personnel
facilities
apparatus
fixed
Response expenses (gas, dispatch)
PPE/gear
Training/medical exams

The amount of the budget that is spent on PPE/gear in the department is low. In 2019/2020, approximately 7% of the budget was spent on these items. This estimate is based on actual budget figures that I used for the FEMA grant application in 2020. The purpose of the grant was to replace critical PPE and communications equipment that are critical for firefighter safety. Based on inventory provided by Chief Flores, it was clear that there are many items of PPE and gear that are outdated and beyond safety compliance. This means that we are sending out some or many of the firefighters to structure and vehicle fires with outdated turnouts, SCBA's, radios and more. It is not clear how many of our engines have the full complement of tools and equipment consistent with NWCG or NFPA standards. I do know that we do not yet have the new engine fully outfitted for responses. It is my understanding that the board is planning on replacing a certain number of SCBAs and turnouts each year. However, it is not clear if the board has a clear understanding of the total cost of replacement of basic PPE beyond compliance compared to what is being allocated annually now or compared to other budget items that are discretionary or could be pared down. I think these hard choices need to be made and that they can only be made if there is a clear written portrayal of what we have, what we need, how much it costs and what the priority is. The budget has no indication of priorities among categories.

Based on these observations I have several requests and recommendations. First, I believe that it would be helpful for the board and members of the public to be able to see a clearly laid out inventory of the major categories of PPE/gear compared to what the needs are based on the numbers of firefighters and apparatus. I recommend that a starting point would be the FEMA and NWCG and NFPA standards. I don't think this is feasible to do all of this immediately. But a starting point would be to take what was compiled for the 2020 FEMA grant and display it in a simple form for the board and the public to examine. I am willing to offer my time to assist in any way to compile this information. This would make it clear that not only does the NSJFPD devote a small portion of the budget to PPE/gear but that much of the equipment needs to be replaced. It is also my recommendation that there is a clear, transparent portrayal of relative priority amongst the budget items. This brings up my observations on obvious areas where money spent on a non-essential item could be transferred to critically needed PPE/gear instead. This is on landscaping at Station 3.

I have noted for a number of years that a substantial amount of money is spent on landscaping at Station 3 and that I have concerns about this. While the landscaping is pretty, it is not necessary and difficult to justify when basic firefighter safety gear such as turnouts and SCBA's are not only outdated, they are not compliant with safety standards. This means that our firefighters have a greater potential for serious injury or fatality. Similarly, the department has radios but most are not in peak condition and are outdated (not digital mode). Communication is paramount with safety on any incident, particularly fires, especially wildfires. Our first responders are first on scene and play the pivotal role of sizing up any incident, relaying this information to dispatch and starting the process of immediately obtaining requisite resources (i.e., air tankers, additional engines, crews, or bulldozers). The $6,000 per year currently budgeted for landscaping might be a drop in the bucket of safety gear needs, but it is a substantial drop. I understand this may be getting changed to a lower amount, but to me, given other critical priorities (PPE/gear), the amount should be $0. I have and am offering to take on the role of landscaping on a volunteer basis. I have several Firewise Community members willing to assist me and am confident I could get more help on workdays that I organized. I would consult with Roger Kollings of You Bet Farms on potential replacement plants that would be lower stature, sparser foliage and have fire resistant features, such as succulents. I am happy to sign an agreement so that the commitment is real. I am willing to donate money or materials for any landscaping expenses, such as pea gravel or other non-flammable mulch cover. In addition to concerns I have on the money spent on landscaping. I am also concerned about wildfire safety hazards that the landscaping poses at Station 3.

The landscaping needs to be updated to meet contemporary wildfire safety requirements. I have conducted numerous defensible space inspections and evaluations, including a recent one at Grizzly Hill School as part of a team with CALFIRE and NSJFPD Battalion Browning. Additional considerations are important for public facilities. The fire stations, especially Station 3, is where there is a particular need for the most stringent fire safe conditions. When other parts of the community are evacuated, there are still likely to be firefighters at the station. They need to be as safe as possible while they are in the building, in the parking lot or at the hydrant filling water. Station 3 should be maintained ideally as a wildfire safety zone and at the least as a temporary refuge area of last resort. This means that there should be little to no combustible materials, dead or alive near the building, parking area or hydrant. Further, it would be a great hardship for the district and the community if the station burnt down and had to be replaced, whether there was insurance to replace it or not. While it was being replaced, there would be difficulty to have capacity to store apparatus, gear and operate the district responses.

At the time the landscaping was installed, emphasis on native plants was the current practice for more fire safe landscaping. The landscaping looks lovely but all plants burn and the current practice now is to have greatly reduced plant density and size. The science of safe separation distance should be applied for any areas where firefighters might be during a wildfire. The landscaping needs to have most or all of the shrubs and other plants removed, and all of the flammable mulch removed. I would be happy to conduct an evaluation on the defensible space, safety as a temporary refuge area as last resort, and as a wildfire safety zone for Station 3. This would be based on CALFIRE Defensible Space Requirements and fire behavior science, such as Safe Separation Distance. This would be similar to the one that I conducted with the CALFIRE and NSJFPD Battalions at Grizzly Hill School. This would form the basis for changing the landscaping to a more fire safe one. I am personally

I hope my recommendations and insight are taken as helpful and constructive. I think the money the district is investing in a professional grant writer is wise. Many volunteer departments rely on grants for critical needs. But it seems like there also needs to be ways to dig deeper and find more for first responder safety. We are nowhere without them.

Sincerely,

Jo Ann Fites-Kaufman

5 A

May 2021

Statistics

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	13	30								**82**
Vehicle Accident	5	2	2	8	9								**26**
Fire - Structure	2	1	1	3									**7**
Fire - Wildland		1	2	6	2								**11**
Fire - Structure/Wildland													**0**
Fire - Vehicle					1								**1**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	3	1	1	4	6								**15**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby	1												**1**
Hazard		1											**1**
Public Assist	1			1									**2**
Other	2												**2**
Totals:	**28**	**21**	**16**	**35**	**48**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**148**

Previous Years Summary				
2021	**2020**	**2019**	**2018**	**2017**
82	188	189	207	198
26	44	50	40	60
7	8	7	8	8
11	23	9	21	22
0	0	0	0	0
1	6	13	1	5
0	0	1	2	0
15	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
2	10	13	18	15
2	5	5	3	0
148	**330**	**347**	**347**	**350**

2021 Monthly Totals:	**28**	**21**	**16**	**35**	**48**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**148**
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	5	4								**18**
Special Training	2	1	5	1	2								**11**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**4**	**4**	**9**	**6**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**29**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2021 Monthly Totals:		1	2	7	5								
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**

NSJFPD INCIDENT RESPONSE DETAIL - May 2021

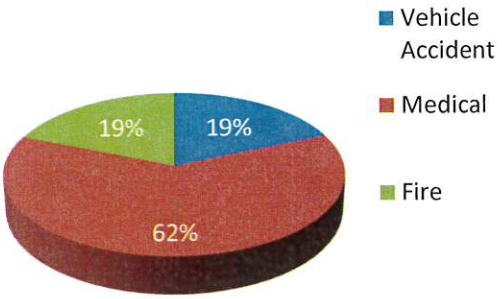
Date	ER Type	Location	Minutes	Number of Personnel	Notes	Out of District	Response Time
5/1	MA	Purdon Crossing (010780)	207	3	SNMH Transport		22
5/2	MA	Sweetland (010861)	42	2	SNMH Transport		18
5/2	MA	N. Bloomfield (010905)	59	4	Patient Contact		16
5/2	VA	Hwy 49 (010928)	55	5	Patient Contact		12
5/3	DSC	Tyler Foote (010978)	60	1	Extinguished		14
5/3	MA	Drunken Miners (010994)	59	1	SNMH Transport		26
5/3	MA	Rooster Hill (011018)	60	2	SNMH Transport		12
5/4	DSC	Foxfire (011060)	95	3	extinguished		10
5/5	MA	Robinson (091157)	47	2	SNMH Transport		13
5/5	FW	Gehena (011158)	206	4	Extinguished		41
5/6	MA	Marysville (011276)	102	3	CalStar Transport	*	64
5/6	MA	Hwy 49 (011315)	49	2	Patient contact		20
5/6	MA	Hwy 49 (011332)	44	2	SNMH Transport		13
5/6	VA	Hwy 49 (011366)	78	3	SNMH Transport		11
5/7	MA	Cherokee (011410)	7	2	Canceled		
5/9	FW	Clark (011588)	785	10	Extinguished		16
5/11	DSC	Cruzon (011761)	61	1	Extinguished		32
5/11	MA	Pleasant Valley (011769)					
5/12	VA	Penn Valley Dr. (011851)	15	2	Canceled	*	
5/13	MA	Cruzon (011964)	53	2	SNMH Transport		24
5/13	MA	Pleasant Valley (011977)	37	2	SNMH Transport		37
5/14	MA	Miller (012084)	60	3	SNMH Transport		19
5/15	MA	Mobley Springs (012116)	73	3	SNMH Transport	*	21
5/16	VA	Hwy 49 (012229)	65	1	Traffic Control	*	15
5/17	VA	S. Yuba (012261)	6	2	Canceled		
5/18	MA	California St. (012366)	26	2	Medic 44 transport		
5/19	VA	Hwy 49 (012488)	48	7	SNMH Transport		9
5/20	MA	Salmon Mine (012549)	47	1	Patient AMA		26
5/20	MA	Pleasant Valley (012582)	50	1	SNMH Transport		16
5/21	DSC	Shady Creek (012705)	13	2	UTL		
5/22	MA	Lake City (012775)	40	3	Canceled		
5/23	MA	Station 3 (012818)	38	2	SNMH Transport		
5/23	DSC	Green Ravine (012839)	28	2	Canceled		
5/25	MA	Oak Tree (012978)	46	1	Patient Contact		33
5/26	DSC	Oregon Creek (013085)	44	2	False Alarm		39
5/26	MA	Tulane (013088)	40	2	SNMH Transport		9
5/26	VA	Independence Train (013108)	14	1	Canceled		
5/28	MA	South Yuba (013251)	57	2	SNMH Transport		25
5/28	MA	Sumi (013288)	61	3	SNMH Transport		15
5/29	FV	Lat/Long (013333)					
5/29	MA	Tyler Foote (013356)					
5/30	VA	South Yuba (013508)	15	2	Canceled		

5/30	MA	San Francisco (013533)	38	2	SNMH Transport		19
5/31	MA	Bridgeport (013575)	80	2	SNMH Transport		26
5/31	MA	Bridgeport (013600)	89	2	H20 Hoist	*	24
5/31	MA	South Yuba (013605)					
5/31	VA	Hwy 49 (013613)	23	3	UTL		
5/31	MA	Tyler Foote (013623)	26	2	Patient Contact		10

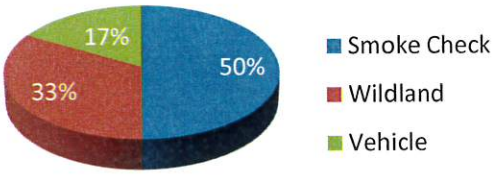
Total Calls:	**48**
Total Man Hours:	**230.80**
Average FF/Call:	**2.3**
avg response time	10 (15)

North San Juan Fire Department
Call Details
May 2021

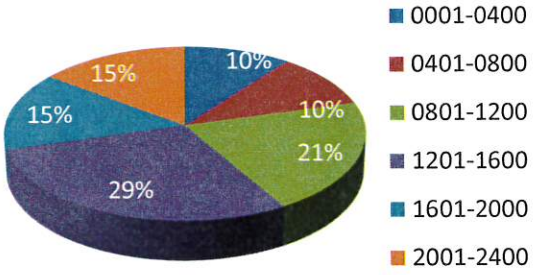
Call Type



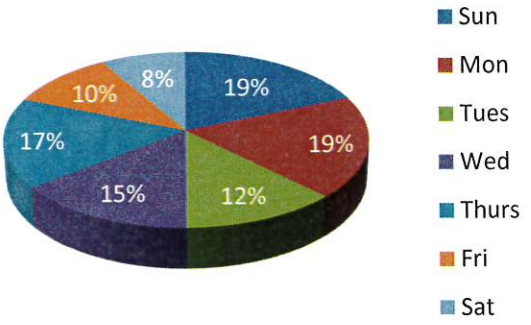
Fire Type



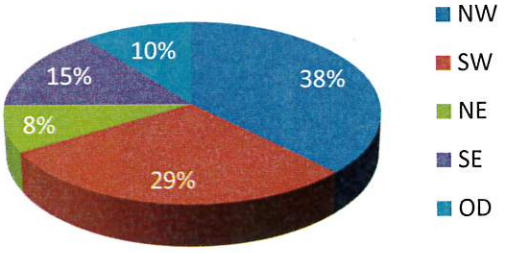
Time of Day

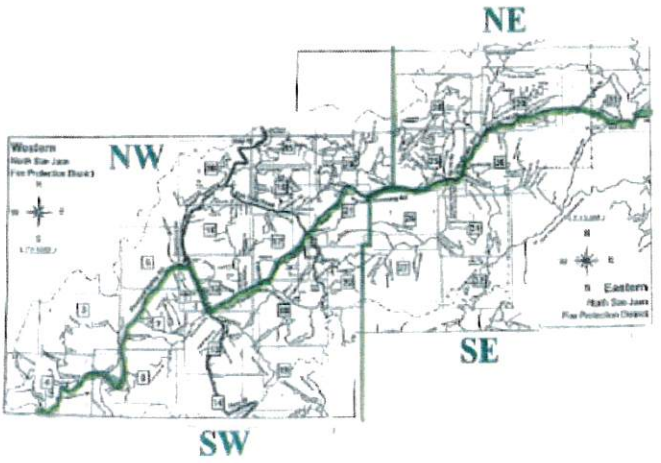


Day of Week



District Area





5 Bi

May 2021
Financials

NSJ Fire Protection District

Funds Summary

Period Ending 05/31/21

		May 31,2021
Current Assets		
Checking/Savings		
Tri-Counties Bank	$	450.00
General Fund - Nevada County		$383,430.75
Mitigation Fund - Nevada County		$26,249.50
Measure Q - Nevada County		$178,841.68
Total Checking/Savings	$	588,971.93
Total Current Assets	$	588,971.93

	General Fund	Mitigation Fund	Measure Q
Beginning Bal	$423,992.36	$26,249.50	$178,841.68
Revenue	$3,133.01	$0.00	$0.00
Expenditure	$43,694.62	$0.00	$0.00
Ending Balance	$383,430.75	$26,249.50	$178,841.68

Notes

Tri Counties $50.00 Safety Deposit Box Fee

General Fund Revenue and Expenditures enclosed.

Mitigation AB1600 Fund no transactions.

Measure Q Fund no transactions.

NSJ Fire Protection District
6720 General Fund Detail Transactions

Date	Name	Memo	Amount
05/28/2021	FF	Strike Team Loyalton Incident	-12,882.86
05/28/2021	FF	Loyalton Incident	-5,918.38
05/14/2021	CAL FIRE	4th QTR Communication/ Dispatch	-3,053.80
05/14/2021	Admin	Admin Pay	-1,561.32
05/14/2021	Admin	Admin Pay	-1,494.18
05/14/2021	Internal Revenue Service	Payroll Tax Penalty from 1st Qtr 2020	-1,486.89
05/14/2021	FF Scott, William S. (reim)	EMT/Firing Ops Class Training	-1,187.95
05/14/2021	Admin	Admin Payroll	-1,114.67
05/14/2021	Nevada County Sanitation Dist	Duplicate pmt/ will be voided in June 202	-833.00
05/14/2021	Internal Revenue Service	Payroll Taxes	-809.82
05/14/2021	Boyett Petroleum	Fuel	-749.10
05/14/2021	Boyett Petroleum	Fuel	-689.06
05/14/2021	US Bank	See Cal Card list	-676.59
05/14/2021	Life Assist, Inc.	Naloxone 2 mg ml Syringes, ALS Bags	-550.31
05/14/2021	ACC Business	Broadband	-480.60
05/14/2021	FF	TB Xray, Expoxy for 6164 tank Repairs	-445.93
05/14/2021	Life Assist, Inc.	Trauma/Airway Management Packs	-384.34
05/14/2021	Carl Alford	50# Solar Salt RFC Carbon Cartridge	-363.90
05/14/2021	FF Jerrod Hayden (reimb)	Rmbrs AEMT / Live Scan	-312.00
05/14/2021	Rice Business Solutions	Payroll and Taxes	-296.25
05/14/2021	Burton's Fire	6168 2.5" Valve	-268.00
05/14/2021	FF Guetebier, Andy (reim)	Reimbrse Hep A & B	-263.98
05/14/2021	Riebes Auto Parts	6168 Air Filter, Oil	-238.10
05/14/2021	Sierra Family Medical Clinic	FF physical and Hep B	-209.00
05/14/2021	FF Scott, William S. (reim)	SSV EMT / Live Scan	-179.50
05/14/2021	Burton's Fire	6168 Halgen 50 Watt	-169.20
05/14/2021	FF Mead, Rich	Recerts/Training Rmbrs	-146.00
05/14/2021	Verizon Wireless	Tablets	-122.12
05/14/2021	Sierra Family Medical Clinic	FF Hep B Vaccine	-113.00
05/14/2021	Riebes Auto Parts	Battery, Core Deposit, Powerated Belt	-88.00
05/14/2021	Grass Valley Sign	Resident Address Sign	-86.23
05/14/2021	EDD	State Payroll Taxes	-85.97
05/14/2021	FF Blevins, Kritters (reim)	SVEMS Cert	-68.00
05/14/2021	FF Dorn, Christopher (reim)	Mileage for FF physical Testing	-57.12
05/14/2021	Hills Flat Lumber	Grease, Brush, Silicone, Broom	-56.61
05/14/2021	Gold Country Copier,Inc.	Copier Lease	-50.11
05/14/2021	FF Collings, Graham (reim)	Hardwarre	-49.55
05/14/2021	EDD	Payroll Taxes	-42.42
05/14/2021	FF Blevins, Kritters (reim)	AEMT Application Reimbursement	-38.00
05/14/2021	Sierra Family Medical Clinic	FF TB Test	-13.00
05/14/2021	Sierra Family Medical Clinic	FF TB Test	-13.00
05/14/2021	Riebes Auto Parts	Oil	-9.52
05/14/2021	FF Scott, William S. (reim)	Trash to Dump Reimbursement	-8.40
05/14/2021	AT&T CALNET 3	Telephone Service	-4.19
05/28/2021	FF	Strike Team Loyalton Incident	-6,024.65
		Total Checks and Payments	-43,694.62

NSJ Fire Protection District
General Fund Revenue Detail Report
May 2021

Date	Name	Account	Amount
05/28/2021	Nevada County	40030 · Current Unsecured Tax	6.71
05/28/2021	Nevada County	40170 · Supplemental Secured Tax	274.73
05/28/2021	Nevada County	40180 · Supplemental Unsecured Tax	2.55
05/28/2021	Nevada County	44960 · Prop 172 Public Safety	2,849.02
TOTAL			3,133.01

NSJ Fire Protection District

Cal Card "U S Bank" Reconciliation

02/22/21-04/22/21

Date	Charged/Paid	For		Amount
02/18/21	Paid Check # 230933		$	(1,009.10)
03/08/21	Paid Check # 231530		$	1,590.11
		Duplicate pmt included in $1,590.11 of $1,009.10	$	(1,009.10)
		Due period ending 02/22/21	$	581.01

Statement Ending 02/22/21

Dish	Monthly Charge	$	82.61
Zoom	Monthly Charge	$	14.99
Microsoft 365	Licensing	$	420.00
Amazon	?? Incorrect Charge	$	63.41
		$	581.01

Statement Ending 03/22/21

Staples	Copy Paper / Large Surge Prtctrs	$	265.48
Dish	Monthly Charge	$	87.61
Microsoft 365	Licensing Monthly Charge	$	60.00
Microsoft 365	Licensing (Includes credits)	$	56.00
American Flag Pole	California and US Flag	$	170.90
Staples	Blk Printer Cartridge for Rsdnse	$	66.08
Microsoft 365	Licensing (Includes credits)	$	266.33
Zoom	Monthly Charge	$	14.99
GoDaddy	Website Charge	$	49.15
		$	1,036.54

Statement Ending 04/22/21

Dish	Monthly Charge	$	87.61
Staples	Wireless Doorbell / AAA Btries	$	161.21
Microsoft 365	Licensing Monthly Charge	$	60.00
Microsoft 365	Licensing (Includes credits)	$	81.03
Curtis Tools for Heroes	Hose Rubberbands	$	62.37
PayPal/Ebay	Heat Gun to repair 6164 Tank	$	95.35
Zoom	Monthly Charge	$	14.99
US Postoffice	Box Rent	$	150.00
	Total Charges	$	712.56
Amazon	Incorrect Charge Reimburse	$	(63.41)
		$	(676.59)
05/17/21	Paid Check #233886		
	US Bank Balance Due	**$**	**(27.44)**

5 B ii

Preliminary
Budget
FY 2021-22

NSJ Fire Protection District
Preliminary Budget
General Fund
2021/2022

Ordinary Income/Expense	Actuals 2020/2021	Preliminary 2021/2022
Income		
39600 · Due From Funds	29,795.50	58,901.86
40000 · Tax Revenue		
40010 · Current Secured Tax	137,967.10	139,000.00
40020 · Prior Secured Taxes	19.75	20.00
40030 · Current Unsecured Tax	2,276.41	2,200.00
40040 · Prior Unsecured Tax	64.20	80.00
40170 · Supplemental Secured Tax	1,769.28	1,700.00
40180 · Supplemental Unsecured Tax	41.27	30.00
40280 · Supplemental Prior Unsecured	0.03	10.00
40310 · Special Assessments	41,921.60	41,500.00
Total 40000 · Tax Revenue	184,059.64	243,441.86
43000 · Inter-Governmental		
43010 · Interest-General Fund	1,147.06	2,000.00
44190 · Homeowner Exemption	1,073.61	1,000.00
44960 · Prop 172 Public Safety	25,690.01	25,000.00
Total 43000 · Inter-Governmental	27,910.68	28,000.00
46100 · Miscellaneous Revenue		
46180 · Donations	3,178.33	0.00
46230 · Strike Team	730,446.35	50,000.00
Total 46100 · Miscellaneous Revenue	733,624.68	50,000.00
Total Income	975,390.50	380,343.72
Expense		
12210 · Direct Charge Fee Nevada County	6,008.00	7,000.00
60000 · Advertising and Promotion	1,115.12	1,000.00
61110 · Employer Tax Expense	16,234.97	25,000.00
61120 · Stipend to Chief	14,000.00	21,600.00
61140 · Clerical Staff Wages	22,088.00	45,000.00
61305 · Officer Incentive	2,000.00	2,000.00
61310 · Volunteer Comp (Comp) Paid Call	10,555.37	10,000.00
61312 · Volun Paid Train	1,420.08	7,200.00
61320 · Mileage Reimbursement	5,875.00	1,000.00
61330 · Firefighter Physicals	1,652.01	2,000.00
61340 · Firefighter Trainer		
61341 · Training Materials	1,020.99	3,000.00
61342 · Certifications/Licensing	2,245.70	4,000.00
61340 · Firefighter Trainer - Other	600.00	1,200.00

Total 61340 · Firefighter Trainer	3,866.69	8,200.00
61350 · Strike Team Pmts	590,388.30	45,000.00
61370 · Strike Team Mileage	-195.37	
61400 · Insurance (Personnel)		
61410 · Workers Compensation	21,480.00	32,000.00
61420 · Life and Accident Insurance	4,490.88	5,000.00
Total 61400 · Insurance (Personnel)	25,970.88	37,000.00
62200 · Clothing - Personnel Items	1,268.88	3,000.00
62225 · PPE-Personnel Protective Equip	104.75	7,500.00
62226 · Operational Supplies	1,880.75	2,000.00
62300 · Dispatch Fees	5,700.39	11,000.00
62350 · Engine and Fire Fighting Supply	4,872.49	5,000.00
62375 · Equipment - Non-Fire Fighting	0.00	2,000.00
62400 · Communicating Equip		
62401 · Radios/Pagers/Phones (New)	1,195.59	2,000.00
62402 · Repair Radios/Pagers/Telephone	121.95	1,000.00
62400 · Communicating Equip - Other	881.11	1,000.00
Total 62400 · Communicating Equip	2,198.65	4,000.00
62500 · Dues and Subscriptions	3,397.38	4,000.00
62510 · Public Relation - Fire Prevent	145.39	2,500.00
62550 · Food Supplies	0.00	200.00
62600 · Fuel	8,341.77	10,000.00
62700 · Cleaning Supplies	7,399.78	1,200.00
62750 · Insurance Bldg, Veh, & Liablty	10,521.19	12,000.00
62800 · Memberships & Subscriptions	5,210.77	5,300.00
62810 · Recognition & Awards	184.24	300.00
62850 · Medical Supplies	23,522.54	8,000.00
62905 · Office Equipment Purchase	0.00	500.00
62910 · Office Equipment Maintenance	154.98	1,500.00
62911 · Lease		
62915 · Copier Lease	1,484.63	1,500.00
Total 62911 · Lease	1,484.63 #	1,500.00
63705 · Equipment Maintenance		
62376 · Equipment Repair Non Fire Fight	840.14	1,000.00
63705 · Equipment Maintenance - Other	1,154.80	1,200.00
Total 63705 · Equipment Maintenance	1,994.94	2,200.00

NSJ Fire Protection District
Preliminary Budget
General Fund
2021/2022

63706 · Engine Maintenance	19,831.08	11,500.00
63710 · Ground Maintenance	4,620.05	2,500.00
64900 · Office Supplies	4,843.73	1,800.00
64990 · Board Meeting Supplies	555.07	600.00
66500 · Postage and Delivery	169.50	500.00
66700 · Professional Fees		
66701 · Accountant/Payroll	2,798.15	2,800.00
66702 · Audit	5,215.00	5,300.00
66703 · Legal	3,987.96	2,500.00
66704 · Background Checks / Fingerprint	360.50	1,000.00
66705 · SCI Consulting	5,701.86	6,000.00
66700 · Professional Fees - Other	0.00	500.00
Total 66700 · Professional Fees	18,063.47	18,100.00
68400 · Travel Expense	322.98	200.00
68600 · Utilities		
68601 · Telephone Service	2,369.99	2,400.00
68602 · Propane	2,193.87	2,200.00
68603 · Electric	861.74	900.00
68604 · Sewer Station 1	2,082.50	1,000.00
68606 · Satellite TV	712.39	800.00
68607 · Internet & Web Page	972.35	1,000.00
68609 · Broadband	7,022.34	5,000.00
68610 · Cell Phone/Tablet	742.44	800.00
Total 68600 · Utilities	16,957.62	14,100.00
80400 · Firefighters Stipend		
80410 · Paid Call (A) Met ALL Qtr Skill	7,727.27	8,000.00
80420 · Paid Call (B) PART of Qtr Skill	7,466.06	7,500.00
80430 · Paid Call (C) Officers	2,806.67	3,000.00
80440 · Officer Supplemental (D)	1,760.54	1,800.00
Total 80400 · Firefighters Stipend	19,760.54 #	20,300.00
Total Expense	864,486.61	365,300.00

June 2021 ESTIMATED Balance	438,000.00
Estimated June Payroll Cost	-51,300.00
Estimated Account Payable	-4,200.00
ESTIMATED ENDING GF BALANCE	$ 382,500.00

5 B iii

Funds Transfer Authorization from AB 1600

NORTH SAN JUAN FIRE PROTECTION DISTRICT

FUNDS TRANSFER AUTHORIZATION

The Board of Directors of the North San Juan Fire Protection District, during a Regular Meeting on Tuesday, June 22, 2021, has authorized the following transfer of revenue **from** its AB1600 Mitigation Fund (6777) **to** its Measure Q Fund (6717).

Amount of Transfer: $14,000.00

By a Vote of: YES _____ NO _____

_____ _____

Tim Tschantz, Chair Pat Leach, Treasurer

Submitted By:

_____

Heidi Ryan, Board Secretary

Attached: Request Detail

NORTH SAN JUAN FIRE PROTECTION DISTRICT

REQUEST FOR FUNDS TRANSFER

FROM: AB1600 Mitigation (Acct # 6777)

TO: Measure Q (Acct # 6717)

4Q 2020-2021

	Funds Required
Debt Service – Class III Lease	$14,000.00
TOTAL	**$14,000.00**

5 B iv

Funds Transfer Authorization from Measure Q

NORTH SAN JUAN FIRE PROTECTION DISTRICT

FUNDS TRANSFER AUTHORIZATION

The Board of Directors of the North San Juan Fire Protection District, during a Regular Meeting on Tuesday, June 22, 2021, has authorized the following transfer of revenue **from** its Measure Q Fund (6717) **to** its General Fund (6720).

Amount of Transfer: $58,901.86

By a Vote of: YES _____ NO _____

_____ _____

Tim Tschantz, Chair Pat Leach, Treasurer

Submitted By:

_____

Heidi Ryan, Board Secretary

Attached: Request Detail

NORTH SAN JUAN FIRE PROTECTION DISTRICT

REQUEST FOR FUNDS TRANSFER

FROM: MEASURE Q (Acct # 6717)

TO: GENERAL FUND (Acct # 6720)

4Q 2020-2021

	Funds Required
AEMT Training & Equipment	$11,000.00
Firefighter Training	$7,200.00
Firefighter stipends	$30,000.00
Equipment	$0.00
Capital Equipment	$0.00
Capital Improvement	$0.00
Administrative	$5,701.86
Recruitment and Retention	$5,000.00
TOTAL	**$58,901.86**

7 A

Resolution 2021-06, Capital Improvement Plan

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

Resolution 2021-06

RESOLUTION TO UPDATE CAPITAL IMPROVEMENT PLAN

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

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

NOW THEREFORE BE IT RESOLVED that the North San Juan Fire Protection District Board of Directors duly adopts an Update to the Capital Improvement Expenditure Plan as outlined in the accompanying Exhibit A – 2021-25 Capital Improvement Plan, as per Government Code Section 66002;

PASSED AND ADOPTED as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said board, held on the 22 day of June 2021, by the following vote:

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

ATTEST:

_____ _____

Tim Tschantz, Board Chair Heidi Ryan, Board Secretary

NORTH SAN JUAN FIRE PROTECTION DISTRICT
PROPOSED CAPITAL OUTLAY CHART
2021 – 2025

IMPROVEMENT PROJECT	CAPITAL COST 2021	CAPITAL COST 2022	CAPITAL COST 2023	CAPITAL COST 2024	CAPITAL COST 2025	TOTAL ESTIMATED COST
COMMITED: TYPE II ENGINE (7 YEAR LEASE) PAID IN 2019 $111,246	$56,056.78	$56,056.78	$56,056.78	$56,056.78	$56,056.78	$392,398
STATION # 3: ENGINE BAY EXTENSION		DESIGN & ENGINEERING $16,000.00	CONSTRUCTION $130,000.00			$146,000
STATION # 1 ADA IMPROVEMENTS: NEW RESTROOMS		DESIGN & ENGINEERING $20,000	CONSTRUCTION $120,000			$140,000
DISTRICT WIDE WATER STORAGE: 6 - 30,000 GAL TANKS						$180,000
N. SAN JUAN WATER SYSTEM DISTRICT: $160,000.00. COUNTY: ($2,000,000*)						$160,000
STATION # 1 RENOVATION AND REPAIRS: KITCHEN & HALL						$380,000
NEW STATION # 4 EAST END OF FIRE DISTRICT						$240,000

NOTES:

1 TOTAL ESTIMATED COST INCLUDES DIRECT DISTRICT CAPITAL EXPENDITURE.
2 TOTAL PROJECT ACTUAL COST INCLUDES DISTRICT BORROWING & COST SHARING
3 TOTAL DISTRICT ESTIMATED FUTURE CAPITAL EXPENSES : $1,168,429
4 TOTAL ESTIMATED FINANCING (TRANS, LEASE, BONDS, GRANTS): $ 919,229 (78%)
5 TOTAL ESTIMATED GENERAL FUND OUTLAY: $ 249,200 (22%)
6 NSJ WATER SYSTEM (HYDRANTS) COUNTY PORTION PER BOS $ 1,840,000*

7 B

Resolution 2021-07, Recognition of Scott Jones

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

Resolution 2021-07

RESOLUTION OF APPRECIATION FOR SCOTT JONES' CONTRIBUTIONS TO NORTH SAN JUAN FIRE PROTECTION DISTRICT

WHEREAS, it is the desire of the North San Juan Fire Protection District to publicly acknowledge outstanding contributions by individuals to the quality of service we are able to deliver to our constituents; and

WHEREAS, over a decade ago, Scott Jones stepped up to maintain NSJ Fire's longest standing (since 1992) enhanced skills EMS program – life saving Automatic External Defibrillation (AED); and

WHEREAS, Scott became an expert in SSV-EMS Authority rules governing NSJ Fire's Automatic External Defibrillator AED program which freed our firefighters and staff for other tasks; and

WHEREAS, Scott was self-motivated and worked by himself to maintain our program's quality and our equipment's readiness and kept our AED program up-to-date and our equipment in current (pun intended) condition; and

WHEREAS, Scott Jones was the unsung hero behind NSJ Fire's essential AED Program.

NOW THEREFORE BE IT RESOLVED, that the North San Juan Fire Protection District recognizes and deeply appreciates Scott Jones' many contributions to the District and to the communities we serve and wishes him great happiness and success as he moves on to a new chapter in his life.

PASSED AND ADOPTED as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 22th day of June 2021, by the following vote:

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

ATTEST:

_____ _____

Tim Tschantz, Board Chair Heidi Ryan, Board Secretary