

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, February 23, 2021

Final- Adopted 3/23/2021

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 December 1, 2020 Regular Board Meeting
 - B. Minutes of February 11, 2021
 - C. Correspondence 1
 - D. Correspondence 2
 - E. Correspondence 3

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 – Aye for item’s A, C, D, and E. Abstain from item B

Samantha Hinrichs – Aye

Tim Tschantz – Aye

Ayes: 5

Noes: 0

Abstain: 1(item 3 B only)

Absent: 0

4. ANNOUNCEMENTS:

None

5. REPORTS

A. Chief’s Report – Chief Jason Flores

- Presented call statistics for January 2021.
- January trainings were conducted on Zoom.
- Covid-19 task force met on Monday night and decided to return to in-person trainings. All Covid-19 prevention measures will be followed.

- In January, five firefighters completed Advanced EMT training. Two of those have completed their National Registry certification, the other three are in the process. We now have three Advanced EMT's in the Department.
- We have purchased new AED's to meet new FDA requirements.
- We submitted an Assistance to Firefighters Grant for SCBA's.
- The new engine (6168) is getting labeling installed today.
- We would like to move away from the black and white logo on the vehicles and use the patch instead. Grass Valley Sign is preparing a usable version of our patch.
- Because 6168 can house a large amount of equipment, we are reorganizing 6132 and 6134 to see how best to outfit each piece of equipment.
- Pike Fire Department is interested in purchasing 6160 (less equipment). This would be a great benefit for Pike Department. Since we have a mutual aid agreement with the Department, we will likely see the apparatus on fires within our District. This would also free some space up in our apparatus bay as we are only able to house three vehicles with 6168.

Samantha Hinrichs Let Chief Flores know she is working on a Newsletter and would like a Chief's letter for the front page. She would like the letter by March 5th.

Tim Tschantz asked about new recruits. Chief Flores responded that Covid-19 has put a damper on training opportunities. At this time, we feel as though we can only take on new recruits that have some pertinent training already.

Samantha Hinrichs asked where training will be conducted. Chief Flores said trainings will be in the engine bay, with masks, weather permitting.

Bruce Boyd asked how Nevada County has handled vaccines for first responders. Tom Browning responded that Nevada County offered vaccines to all First Responders free of charge. Individuals from our Department that chose to be vaccinated have already received both doses. However, many of our firefighters do not want the vaccine and we are not forcing vaccination.

B. Treasurer's Report – Pat leach

i. Donations- January 2021 – Donations were received as follows: \$500 from Lisa Powers on behalf of her late husband, Brian, \$50 from Nielsen.

ii. Financials- January 2021: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card.

Rhea Williamson asked for clarification on why the expenses related to the Hog Incident are less than the revenues. Pat Leach replied that the Department receives an administrative fee on out of County assignments.

Boyd Johnson asked if there were any Amazon purchases for the Month of January. Lynn McGarva confirmed that there were not.

Rhea Williamson moved to approve the January 2021 Financials as presented, Samantha Hinrichs 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

Moving Forward, the Board Secretary will ensure the Financial documents are in the following order: Funds Summary, Disbursements, Deposit Detail, Cal Card.

C. District Manager’s Report – Lynn McGarva

Rosenbauer has received the money from the lender for the Engine, they were overpaid by \$211, so that will be handled. The new engine should be registered by Thursday.

We submitted an AFG grant for SCBA’s, totaling \$103,000.

D. Firefighters Association Report – Kritters

This item was heard out of order at 5:53 PM

- Meetings are being held on Zoom, first Wednesday of the month at 1800 hours.
- Working on a drive-through BBQ fundraiser. This will provide an opportunity to hold a raffle for the prizes donated for the Appreciation Dinner. Casey and Nathaniel are working on food pricing. We are shooting for April. Tri-tip, hamburgers and/or hot dogs, and a vegetarian option.
- Officer election was held, Kritters will be continuing at President, Angel Flores is the Vice-President, Chris Rainville is continuing as Treasurer.
- The Association formally thanked Downieville for the AEMT Class.
- The Association awarded a winner for the T-Shirt design contest.

Pat Leach announced that Samantha Hinrich is the new Newsletter editor, and she is looking on getting a newsletter out by Mid-March, it would be a good opportunity to advertise for the BBQ fundraiser.

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

Looking forward to a meeting by the Firesafe Council March 4th at 5:30 via Zoom. This meeting will include all the FireWise communities on the Ridge. The focus will be developing a coalition focusing on road clearance.

F. NCFR Report – Pat Leach.

Zoom Meeting March 4th at 3:30.

6. OLD BUSINESS

A. Water Storage Committee Update- Bruce Boyd

Looking forward to scheduling a meeting in March.

Boyd Johnson asked how the Siskon Mine was developing, if so, could the Fire Department condition water storage? Bruce replied that he understands the mine development is currently off. However, initial discussions indicated they would condition water storage in the area.

Tim asked about using Olympic pond for a drafting site. Pat Leach responded that it has been used for helicopter buckets in the past.

B. Fire Chief's Contract – Pat Leach

Jason Flores has been our Chief for 12 years. Jason took a pay cut and spent some time being mentored by Chief Browning, which was supposed to be temporary, but did not get reassessed for many years. In discussing with the Personnel Committee members as well as the Finance committee, we are recommending the Chief's contract be renewed with an increased stipend of \$1800/month. At the same time, our Battalion Chiefs have received \$300/quarterly. The Personnel Committee we would like to increase that to \$400/quarter.

Rhea Williamson noted that appendix A states, "Commencing in 2021...". However, the Chief received his evaluation in December 2020. Historically, pay increases happen retroactive to the date of the evaluation. Rhea wanted to confirm when his increase to \$1800/month would start and if this date would also apply to the Battalion Chiefs increase? Bruce Boyd added that we customarily have pay increases retroactive to the date of evaluations.

Tom Browning wanted to note that when the Chief took a pay cut in 2014 to begin a mentorship under Chief Browning, this was not punitive, Chief Flores made this recommendation to be equitable for the department.

Rhea Williamson moved to approve the Chief's Contract commencing in January 2021 with an increase stipend to \$1800/month retroactive to December 1, 2020, and increase the Battalion Chief pay to \$400/quarter, 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

7. NEW BUSINESS

A. Policy Change: Fixed Asset Definition, First Reading - Pat Leach

Our new Auditor, Zach Pehling, recommended we update our financial policy, so our Fixed Assets are for items \$5,000 and over, in lieu of \$500 and over. Pat Leach read the proposed policy.

Rhea Williamson asked if the current Fixed Asset list has been reviewed as it seems as through a lot of items are going to be removed. Pat Leach responded that we will present the current Fixed Asset List to the Board before the second reading of the Policy change at the March Board Meeting.

B. Board Goals – Tim Tschantz

Pat Leach would like all Department policies reviewed and updated as needed.

Bruce Boyd would like to continue moving forward with Water Storage Committee planning.

Rhea Williamson would like to focus on road signage in conjunction with evacuation route planning.

C. Covid 19 Prevention Plan- Tom Browning

This is an OSHA requirement. This plan outlines, in an operational format, how we prepare for and respond to positive Covid-19 exposures and positive tests. This plan meets all the OSHA requirements and has been tested a few times. This is an operational plan, updated as necessary and required.

It is important to note that the clinic has offered and performed Covid-19 tests for us free of charge, which is a huge benefit to our Department.

Coming up next, we will develop an Aerosol Transmissible Disease Plan that will need to be adopted by the Board and included in our IIPP.

Rhea Williamson asked how this plan effects our office staff and their time/hour allotment. Tom responded that we see this a Human Resource responsibility, so it seems appropriate for our District Manager of Operations and Personnel to handle.

Bruce Boyd asked if Heidi has had enough hours to handle this. Heidi responded that it is difficult to assess how this will affect her workload unless we have a large exposure.

Tim asked if this plan was on our Website. Heidi Ryan responded that we have included information on our Covid-19 response and the plan is on the website. Tom Browning recommended we do not add it on the website.

D. “Preparing for Large Fires” Discussion – Board Chair

Tim Tschantz reminded the group that we have a Fire Plan that was last updated in 2017. He suggested this be the launching off point for future discussion with the development of ad-hoc committees to tackle specific topics to present to the Board. According to the plan, we are due for a review and update of the plan anyway.

Bruce Boyd pointed out that since 2017, we have many new FireWise Communities, it would be nice to include them with any update to the Fire Plan. Additionally, how do we educate the public on what we can do and what we cannot do. How can we educate and empower people to help themselves?

Samantha Hinrichs agreed that the starting point should be the fire plan. How do we engage the broader community in the most user-friendly way? One of the items we need to educate our community on is what the fire department can do and what they can't do. We can take the jargon out of the fire plan. My priority is to give people tools right away on what to do. We can find individuals in the community to help

achieve our fire plan. Samantha purposes that all Board Members read the current fire plan and begin breaking the plan up in manageable chunks so we can focus on smaller items.

Pat Leach though it was too soon to believe the FireWise communities will think outside their communities. There will be an article in the next newsletter about how we can collaborate.

Tim Tschantz added that the fire plan is very comprehensive, perhaps we came come up with a shorter plan that focuses on more specific actions, like identifying safety zones. Ananda is a Red Cross designated area; how can we utilize that area to accommodate evacuees and livestock? I would like to start smaller. Tim asked Board Members to look at the plan, circle items, and bring to the next meeting.

Tom Browning and Jason Flores are involved with Lt. Jacobs on evacuation routes and the County's mapping software. Tom added that signs on roads would be wonderful, safety zones are crucial, and early notification is ideal. Fires move very fast, and there is no indication they will stop.

Heidi Ryan added that from her experience at NSJ fire and Placer County OES, community members still want to be told when and how to evacuate and are disappointed when they don't get immediate information on fires in the early hours of an incident, which is challenging in a fast-evolving incident. Heidi asked Board members to consider those items when developing outreach to the community.

8. **NEXT MEETING:** March 23, 2021, time and location to be determined.
9. **ADJOURNMENT:** Meeting adjourned at 6:24 PM.

Heidi Ryan

Heidi Ryan, Board Secretary