

# NORTH SAN JUAN FIRE PROTECTION DISTRICT

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## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, March 23, 2021

**Final Adopted 4/27/21**

**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 possibly 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 area.
- 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 24<sup>th</sup>, 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. NCFR 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 Leach 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