

# 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.nsfire.org](http://www.nsfire.org)

[info911@nsfire.org](mailto:info911@nsfire.org)

## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, April 28, 2020

**Final Adopted 5-26-2020**

**PRESENT:** Ed Beckenbach, Chair; Pat Leach, Treasurer; Bruce Boyd; Rhea Williamson

**ABSENT:** Tim Tschantz. Quorum established.

1. **CALL TO ORDER:** Meeting called to order at 7:01 PM. Roll taken. Quorum established. This meeting was held remotely via Zoom, the Pledge of Allegiance was not conducted.
2. **PUBLIC COMMENT:**  
No public comment.
3. **CONSENT CALENDAR:**
  - A. Minutes of February 25, 2020 Regular Board Meeting
  - B. Minutes of March 31, 2020 Special Board Meeting

Pat Leach asked for the correction of a misspelled name in the March 31 minutes, then moved to approve the February 25, 2020 and March 31, 2020 minutes, Bruce Boyd seconded, motion passed by unanimous vote.

#### 4. ANNOUNCEMENTS:

Rhea Williamson – Rhea Williamson received notice of a Cal Fire Forestry Grant application providing funds to landowners who are trying to bring their property to fire safe standards. This would be an administrative role for NSJFPD. How does the District decide which grants are applied for? Is this a good time to apply?

- Ed Beckenbach informed that the Board decides which grants to apply to, then noted that the District has had difficulty administrating grants in the past.

Pat Leach asked whether the District would have to advance funds? Or would we merely be providing an administrative role? Historically, the District has asked the Fire Safe Council to act as the administrator for grants as we are not set up with the man hours.

Pat Leach and Rhea Williamson agreed to discuss further offline.

Bruce Boyd and Ed Beckenbach both expressed their support of pursuing.

#### 5. REPORTS

- A. Chief's Report – Chief, Jason Flores
  - Presented call statistics for March 2020

- Escaped debris burn calls are increasing.
- Burn permits are required May 1<sup>st</sup>, there is a link to the online burn permit on our website.
- Trainings – firefighters are participating in trainings via email and online.
- Staff meetings have started up again, every other Wednesday.
- CAL FIRE will be staffing an engine at Station 42 on June 1<sup>st</sup>.
- Tom will update on Covid-19.
- Forest Service will be staffed in two weeks, they often respond to calls in the district
- Firefighters are well and healthy.
- With fire season looming, the team is discussing how district personnel will participate in strike teams and as single resources on fires in the framework of the current pandemic.

**Tom Browning- Covid-19 update**

- The Covid-19 Committee (Chief Officers and Medical Supervisors) meets every Saturday.
- We have a current amount of supplies on hand to handle a surge epidemic we might see locally, working with the County on reordering PPE and disinfecting materials when needed.
- Completed a Pace Analysis Study for the district which outlines four response plans, for Code 2 calls only, based on personnel availability percentages: Primary, Alternate, Contingency and Emergency Plan. Please note: As of today, 30% of our personnel are unable to respond due to age, pre-existing conditions, or requirements of their work. Our Primary Plan allows us to respond as we do today with up to 50% of our personnel unable to respond, that means at least two people per Code 2 call. Our Alternate Plan means we have over 50% of our staff unable to respond, which allows us to continue to respond but with only one person per Code 2 call. Our Contingency Plan kicks in if we have over 70% of our personnel unable to respond to Code 2 calls. Our Emergency Plan means over 90% of our staff are unable to respond, we would then have to consider not responding to medical aids at all.
- This Plan was shared at the Nevada County Fire Chiefs meeting Monday morning, we are the first department to produce this type of plan.

**B. Treasurer’s Report – Pat leach**

- Donations – Donations were received as follows: \$0 for the month of March 2020.
- Financials for March 2020

We are still unable to access CAL Card online; information could not be verified so it is not presented here.

After review of the financial reports, Pat Leach moved to accept the March 2020 financials as presented, Bruce Boyd seconded, motion passed by unanimous vote.

- Audit Discussion- Corrective Action Plan

Pat Leach read a prepared response to Smith & Newell (auditors) addressing comments provided in their report for FY 2018-19, and the Districts Corrective Action Plan.

Pat Leach asked Board Chair Ed Beckenbach to communicate our response to Smith and Newell.

Rhea Williamson asked for an update on the \$18,000 discrepancy identified in the audit and whether this could have been avoided if the Corrective Action Plan was in place. Pat Leach clarified that the \$18,000 discrepancy is not a shortfall, but a surplus. Lynn McGarva is working to identify and correct the discrepancy.

- Revised Final Budget

Pat Leach asked to move this item to the May Board Meeting, to ensure new staff has more time to ensure all information is verified.

C. District Manager's Report – Lynn McGarva

Lynn acknowledged the work her and Heidi have accomplished in the last three weeks and pointed out the tremendous help and guidance Pat Leach has provided.

- Bruce Boyd inquired about the status of the districts email accounts. Pat Leach informed the group that the office will be upgrading to Office 365, and Client Works (local tech company) will be transiting the district's email to a more secure, dynamic system next week.

D. Firefighters Association Report – Kritters Blevins

- Minimal activity
- The current focus of the Association is keeping morale up.
- Primary communication method is email.
- Currently discussing new ways to stay in touch and fund raise during coronavirus.

E. LAFCo Report – Ed Beckenbach

No meeting, no report.

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

- Fire Safe Council- BOS looking to increase the funding for the Green waste drop off program, Jaime Jones is actively looking to get a bin on the Ridge, but that won't happen until June.
- Fire Wise Coalition – Zoom meetings on the first Tuesday of the month, excellent resource for all who would like to attend.
- Ridge FireWise Communities (RFWC) – Looking forward to the San Juan Ridge Taxpayers Association hosting a meeting with all Ridge FireWise Communities to coordinate goals and efforts.

G. NCFR Report – Pat Leach.

- No Meeting, no report.

## 6. OLD BUSINESS:

### A. Liability Insurance- Rhea Williamson

According to our insurance policy contract, Directors are covered for traditional fire service activities as well as Wrongful Acts, which does include personnel activities: hiring, firing, sexual harassment, as well as general employment practices. Although this is not the traditional District and Officers coverage, it appears as though Directors are adequately covered. Rhea will send a copy of the insurance policy to Board Members, office staff, and Chief officers.

- Ed Beckenbach thanked Rhea for her diligence.
- Bruce Boyd suggested our policy be re-evaluated in general to ensure it covers the current needs of the district.

*Board Member Tim Tschantz entered the meeting during item 6 A*

## 7. NEW BUSINESS

### A. Locked Gate Discussion- Rhea Williamson

Rhea encountered a new locked gate on a road in her neighborhood, she is wondering how the fire department is informed of such changes and how they are handled during an emergency.

- Chief Flores responded that dispatch does relay gate information when available. There are other areas on the Ridge with similar situations and neighborhood and road associations have worked with landowners to ensure access during an emergency. If possible, landowners could provide a second code for emergency use.
- Bruce Boyd relayed that many times gates are put on prescriptive right of ways, and it takes patience to resolve those issues. This is a safety issue that should be addressed by the County or District.
- Pat Leach understood that any gate on a fire access road must not be locked, as of 2010. FireWise Communities can be very helpful in approaching landowners of locked gates to ensure access. This issue comes up frequently at the Fire Wise Coalition meeting.
- Rhea Williamson agreed that this should be addressed by the County or District.
- Chief Flores said we could encourage property owners to get Knox boxes, but that does not mean the gate will get opened immediately, and who is going to enforce it
- Tom Browning relayed that unless it is a prescriptive right of way, there is no way to stop property owners from putting gates on their property.
- Tim Tschantz relayed that the fire staff keeps list of codes, it would be a good idea for fire staff to look to update and add to the list.
- Bruce Boyd suggested we provide outreach to the community via Facebook and the Newsletter about this situation.

### B. Personnel Committee Discussion- Ed Beckenbach

Ed Beckenbach presented a written definition of the Personnel Committee and

asked for the appointments to the personnel committee to be added to the list of Board items completed in January.

- Bruce Boyd wants to take this further to get the personnel committee into the policy manual and delineate the duties better, then bring back to the Board for approval.

C. Resolution Calling for General Election (2020-02)- Ed Beckenbach

- Resolution 2020-02 calling general District election for the purpose of electing three members (Beckenbach, Leach, Williamson ) to the District Board of Directors. The candidates are to pay for the publication of their candidate statement which would be reimbursed by Nevada County if uncontested. Bruce Boyd moved to adopt Resolution 2020-02 Calling General District Election, Pat Leach seconded, motion approved by unanimous vote as follows:

Ed Beckenbach – Aye

Tim Tschantz – Aye

Pat Leach – Aye

Bruce Boyd – Aye

Rhea Williamson – Aye

Ayes: 5

Noes: 0

Abstain: 0

Absent: 0

8. **NEXT MEETING:** May 26, 2020, time to be determined.

9. **ADJOURNMENT:** Meeting adjourned at 8:21 PM.

*Heidi Ryan*

---

Heidi Ryan, Board Secretary