

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, May 25, 2021

Final Adopted 6/22/21

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 years 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. NCFR 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 (Measure 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