

# NORTH SAN JUAN FIRE PROTECTION DISTRICT

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## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, June 22, 2021

**Draft**

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

**ABSENT:** Samantha Hinrichs

1. **CALL TO ORDER:** Meeting called to order at 7:05 PM. Roll taken. Quorum established.  
Pledge of Allegiance.
2. **PUBLIC COMMENT:**  
No public comment.
3. **CONSENT CALENDAR:**
  - A. Minutes of May 25, 2021, Regular Board Meeting
  - B. Correspondence of May 2021

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 – Absent  
Tim Tschantz – Aye

Ayes: 4                      Noes: 0                      Abstain: 0                      Absent: 1

#### 4. ANNOUNCEMENTS:

Pat Leach announced that there will be a Town Hall Meeting on Tuesday, July 29th between 5:30-7:30 led by Supervisor Sue Hoek and representatives from all local stakeholders. This meeting will be held at the North Columbia Schoolhouse Cultural Center.

Additionally, Pat Leach announced that there will be a Zoom meeting on the hydrant system for North San Juan at 11:00 AM on Thursday, July 1<sup>st</sup>. Rhea Williamson wanted to ensure that the North San Juan Business Association be notified of the meeting.

Tim Tschantz announced that he acquired handouts on ZoneHaven and *Ready, Set, Go* from Nevada County OES to keep at Station 3.

Rhea Williamson announced that she has been contacted by residents that have had technical issues with Zone Haven, specifically that the map that comes up with their address is not correct. Tom Browning suggested the residents contact Nevada County OES for technical issues. Boyd Johnson added that it is possible the residents missed a step when entering their address as the default map is in Washington State.

## 5. REPORTS

### A. Chief's Report – Tom Browning

- Chief Flores is currently in Mesa, Arizona with his team.
- Presented Statistics for May 2021.
- The nation is in preparedness level 4, the highest it has been in June since 1990.
- Four new recruits have gone through the minimum training and are officially responding.
- Kritters Blevins will moving to a reserve status until they finish Paramedic school in September.
- Three of our firefighters are back to work for the Forest Service.
- Boyd Johnson added that there have been some tough calls recently, including CPR and a motorcycle accident where the patient later passed. Boyd observed the motorcycle accident call and commended our firefighters for their efforts.

Bruce Boyd asked about bottlenecks at the river crossings. Tom Browning responded that the traffic has been a problem and enforcement is tricky with officer availability and jurisdictional boundaries. Tom is scheduled to attend a meeting on the topic with stakeholders.

Tom Browning added that he tore his meniscus and is scheduled to have surgery in July, with a full recovery anticipated four months after.

Tm Tschantz asked for an update on E6164. Tom Browning replied that E6164 appears to have an issue with the pumps motor. Firefighters brought 6164 to Burtons in Stockton and we are awaiting their assessment.

Tim Tschantz asked how to get more operators on E6168, Tom responded that we have four individuals currently in the process. The challenge is for the operators to get driving hours, which takes time.

### B. Treasurer's Report – Pat leach

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

Pat Leach presented the May 2021 financials.

Liz Walsh asked for details on an expense titled Payroll Tax Penalty in the amount of \$1,486.89. Lynn McGarva responded that this is a result of the previously discussed (at the September 2020 Board meeting) payroll tax mistake incurred in 2019. The previous Finance and Facilities Manager had missed updating a change in the payroll tax which resulted in NSJFPD underpaying and subsequently incurring a penalty fee and interest on the

balance due. Catherine Rice, our current payroll specialist, has requested a waiver of the interest incurred, but the waiver was denied. Liz asked if the issue was resolved, which Lynn responded that there was one more payment of roughly \$300 which will be reflected in the July Board meeting in the June Financials.

Boyd Johnson asked if the Department has ever had to pay a penalty to the IRS? Too which Lynn McGarva responded that she has seen a smaller penalty previously. Boyd expressed his frustrations to the apparent lack of transparency on the topic and referenced his records request and subsequent response from the Treasurer as being insufficient. Boyd is concerned that this penalty represents a miss-use of taxpayer funds and reminded the Board that both him and former Board Member Freya Johnson have previously pointed out their skepticism of Tracy's (former Finance and Facilities Manager) work and apparent lack of supervision. Lynn McGarva respond to Boyd that Catherine Rice is an outside payroll specialist whom the Department pays to be a critical eye regarding these types of issues. Boyd responded that he respects Catherine Rice but believes the arrangement that the Department has with her hides information from the public. As an example, he asks where the public would have seen this information if it had not been included in the board packet today? Lynn asked Boyd where he would recommend we inform the public beyond including it in the Board packet as the details arise. Boyd suggested correspondence from the IRS, or any entity, which highlights any penalty or irregularity be included in the Board Packet.

A discussion continued between Boyd Johnson and Lynn McGarva regarding payments to the IRS and EDD over the last three years, information provided to Boyd because of his records request.

Rhea Williamson asked for details on the duplicate payment to the Nevada County Sanitation District. Lynn McGarva responded that the duplicate check was voided but will not show in the financials until the June details.

Lynn McGarva announced that she made a duplicate payment to Cal Card. Boyd Johnson asked if the Department incurred interest on our Cal Card account, would they announce it to the Community, to which Lynn replied yes.

Bruce Boyd moved to approve the May 2021 Financials as presented, Pat Leach 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

## **ii. Preliminary Budget FY 2021-22**

Pat Leach presented the preliminary Budget for Fiscal Year 2021-22.

Rhea Williamson asked why the proposed expense for Ground Maintenance is \$2500 as opposed to \$6000 the previous year. Pat Leach reminded the group that this is the Preliminary Budget, but that she is hoping to get that expense down with volunteer assistance. Rhea pointed out that the Board has not yet discussed or made decisions regarding the concerns brought forth by Joann Fites-Kaufman (Under Correspondence in the Consent Calendar), and she hopes this number does not reflect a response to Joanne’s concerns prematurely.

Liz Walsh asked why the Sewer fee went down from the previous year. Lynn responded that the previous year’s total reflects a duplicate payment, so the amount is not reflective of the actual cost.

Rhea Williamson pointed out that we will likely continue to see increased expenses related to covid-19 and is suggesting we increase that line item for FY 2021-22. Pat Leach said we can consider a budget adjustment as needed throughout the year.

Tom Browning asked if the projected surplus for FY 2021-22 can be designated for Capital Outlay projects to keep the budget balanced. Lynn McGarva responded that any surplus gets put into reserves and/or contingency funds.

Bruce Boyd moved to approve the May 2021 Financials as presented, Pat Leach 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

**iii. Funds Transfer from AB 1600 Mitigation Fund (6777) to Measure Q Fund (6717)**

This transfer represents a partial payment of the lease for E6168, which was paid out of Measure Q. Tom Browning requested that the language “Partial Payment on E6168” be added to the description for clarification.

Pat Leach moved to authorize the Funds Transfer from AB 1600 (Mitigation Fund) to Measure Q Fund in the amount of \$14,000 with the description changed to include “Partial Payment on E6168”, Bruce Boyd 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

**iv. Funds Transfer from Measure Q (6717) to General Fund (6720)**

This transfer is required to repay the General Fund for payments that were made last year that fall within the designation of Measure Q. The only direct payment made from Measure Q was for the lease payment for E 6168.

Bruce Boyd moved to approve the Funds Transfer Authorization from Measure Q to the General Fund in the amount of \$58,901.86, 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

### **C. District Manager’s Report – Lynn McGarva**

- Lynn announced that the propane tank at Station 3 recently needed to be vented and painted.
- Fire extinguishers will be serviced on Thursday.
- Absolute Communications will be conducting the re-wiring of the District office on Tuesday, July 13<sup>th</sup>. The office will be shut down that day. All wiring will be centralized in the file cabinet.
- The Audit is tentatively scheduled for August 24, but this will likely be rescheduled as Nevada County will likely not close their books until September.
- In conjunction with Tom Browning, Lynn will be submitting our California Federal Fire Agency agreement. We were able to increase our indirect cost rate to 22%. The rate has currently been 10%.

### **D. Firefighters Association Report – Kritters Blevins**

Kirtters announced that they will be going on reserve with a return date in mid-September. The Association will be going through a change of leadership as well as revisiting their goals and deciding how to best utilize their funds.

In communications with Samantha Hinrichs, Kritters is considering posting monthly call data at various community locations. Tim Tschantz asked if Kritters would also consider distributing other pertinent information, to which Kritters agreed.

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

Fire Safe Council will oversee the AB 38 inspections. By law, any homes sold will have to have a defensible space inspection completed in escrow. Inspections will result in a pass or fail scenario.

Board Members are encouraged to attend the FireWise Coalition meetings, very valuable information is routinely shared.

The Ridge FireWise Communities have shown mitigation costs (dollars and volunteer hours) of nearly \$400,000 worth of work, primarily from three Communities: Ponderosa, French Corral, and Lake City/Grizzly Hill.

**F. NCFA Report – Pat Leach.**

The recent meeting focused on financials, the JPA along with the adoption of the 2021-22 budget. Approved a new contract with the CPA that conducts their audit.

**6. OLD BUSINESS**

**A. Water Storage Committee Update- Bruce Boyd**

Bruce Boyd announced that the Committee is still waiting for estimates on tanks. Tom Browning contacted Mike Covert and discussed two issues: 1) Theft: Mike has never heard of a 5,000-gallon poly tank stolen but he suggested the tank could be bolted down; and 2) \$25,000 would be high, but a sensible budget amount for the installation of 10,000 gallons in poly tanks. Currently, Mike has been unable to obtain a quote for steel tanks.

Bruce Boyd further added that Rhea Williamson has requested any forward progress on this project first be voted on by the Board.

Heidi Ryan added that a concern from Chief Flores is that the Community may see the Department installing tanks in one area and wonder why we are not installing tanks everywhere. Heidi suggested the Committee prepare a Water Storage Expansion plan where proposed areas and site criteria are identified to ensure the Community understands why we are putting tanks at specific locations throughout the District. This plan could be voted on to help initiate this project.

Tom Browning wants to ensure the installation of tanks on private property (by way of easement) does not increase the tax burden of the landowner.

**B. “Preparing for Large Fires” – Tim Tschantz**

Tim Tschantz suggested developing an ad hoc committee to further brainstorm this discussion and include members of the public. This topic is so detailed and nuanced, it is difficult to just discuss once a month. Tim has started a brainstorm list that he would like input on, possibly through email. Bruce Boyd likes the idea but wants to ensure we do not have a serial meeting by email. To avoid a serial meeting, no more than two Board Members can be involved in a meeting/discussion that is not a Board Meeting.

Pat Leach expressed her concern that we do not attempt to re-create items/handouts already completed by other local organizations. We must also ensure our messaging is consistent.

The District does not currently have a PIO designated.

Tim suggested that he, Rhea, and Tom form the ad hoc Committee.

Heidi Ryan suggested a focus on Temporary Refuge Areas. This is something tangible and area specific that we could educate our community on. A discussion ensued on whether it can be a hindrance to encourage the use of temporary refuge areas in advance of an incident or allow the temporary refuge areas to be identified and designated by fire and law enforcement officials as incidents develop. Although early evacuation is the best option, there could be a benefit to increase residents' situational awareness by ensuring they understand when and how to use a temporary refuge area and where they are located.

## **7. NEW BUSINESS**

### **A. Resolution 2021-06, Capital Facilities Plan Update – Bruce Boyd**

This is an annual requirement.

Tom Browning pointed out that our equipment/facilities in Ananda has been designated as Station 4, so the proposed station at the East end of the District will need another designation number.

Bruce Boyd moved to accept Resolution 2021-06 updating the Capital Facilities Plan, Tim Tschantz 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. Resolution 2021-07, Recognition of Scott Jones Service to NSJFPD – Boyd Johnson**

Bruce Boyd moved to accept Resolution 2021-07, Recognition of Scott Jones' Service to NSJFPD, Tim Tschantz 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: 4   Noes: 0   Abstain: 0   Absent: 1

### **C. Tracy Corris Recognition Discussion – Heidi Ryan**

Tracy passed in March, 2020, and although our landscaper has planted a cherry tree in his honor in the Memorial garden by the pond, we have not formally recognized his service with the Department. Lynn McGarrva and Heidi Ryan would like to propose we prepare a resolution and plaque for the memorial garden. The Board was all in agreement on this idea and Tom Browning suggested reaching out to Ed Beckenbach to assist with the resolution.

**D. Commercial Agriculture Impacts to System Discussion – Jason Flores**

This item was tabled for the July Board Meeting.

8. **NEXT MEETING:** July 27, 2021, time, and location to be determined.
9. **ADJOURNMENT:** Meeting adjourned at 9:32 PM.

*Heidi Ryan*

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Heidi Ryan, Board Secretary