

# NORTH SAN JUAN FIRE PROTECTION DISTRICT

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## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, June 23, 2020

### MINUTES

**Final Adopted July 28, 2020**

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

**ABSENT:** None.

**1. CALL TO ORDER:** Meeting called to order at 7:02 PM. Roll taken. Quorum established.

Pledge of Allegiance.

**2. PUBLIC COMMENT:**

No public comment.

**3. CONSENT CALENDAR:**

- Minutes of May 26, 2020 Regular Board Meeting

Rhea Williamson moved to approve May 26, 2020 minutes, Tim Tschantz seconded, motion passed by unanimous vote.

**4. ANNOUNCEMENTS:**

Pat Leach wanted to call attention to the wonderful new office staff. Lynn McGarva displays great persistence and patience specifically in regards to working with the County during these unique times. Pat believes Heidi Ryan has come up to speed faster than any Board Secretary/Operations and Personnel Manager that has come before her.

Tim Tschantz, having sat at Lynn McGarva's desk during a recent office visit, pointed out the terrible state of her chair and would like the District to purchase a replacement. Ed Beckenbach agreed.

**5. REPORTS**

#### A. Chief's Report – Chief, Jason Flores

- Presented call statistics for May, 2020. *Note: The pie chart page was mislabeled as "April, 2020", however, the data does represent for May, 2020.*
- Three trainings for the month of May. Department trainings are currently conducted in house.
- Six NSJ firefighters participated in a Forest Service training at the ECC (Emergency Command Center) that included a live fire drill and vehicle extrication. NSJ firefighters brought Engine 6164 and had the opportunity to use vehicle extrication equipment on four vehicles. Because Forest

Service engines are not equipped with extrication equipment, they were very thankful and appreciative of the NSJ Firefighters for demonstrating.

- Paul Stone (Fire Chief of Graniteville) will be honored at the upcoming 4<sup>th</sup> of July Parade.
- Currently working on trainings, getting equipment tested (ladders, SCBA, etc.), and Pack Tests for Red Cards so firefighters can be available for Out of County assignments.
- CAL FIRE will be staffing an engine at Station 42 on June 1<sup>st</sup>.
- CAL FIRE station 42 staff have started attending Wednesday night trainings. Station 42 staff are working on remodeling their station.
- There is a transient that has been sleeping on the kitchen entryway to Station 1. There are signs that this individual is a smoker and they are leaving trash and other waste which does present a hazard to the Department. Mark Roland, the station Captain, has contacted the individual and directed them to other potential resources in lieu of using the facilities in this manner. Mark has also informed the Sheriff's Department of the situation.
- Upcoming Department training will provide an opportunity to check in with firefighters about morale and Department activity during the pandemic.
- Ophir Hill Fire Department donated another set of extrication equipment to the NSJ Fire Department. Chief Flores has requested the Board to prepare a Thank You letter to Ophir Hill Fire. Pat Leach asked for an itemized list of the equipment to include in the letter.

Pat Leach asked if an ordinance would be helpful with keeping transients from utilizing station 1 and creating a potentially hazardous situation. Chief Flores responded that if we had an ordinance in place, it would primarily be for educational purposes, as law enforcement would be responsible for enforcing it. However, he does not want to discourage residents from being present on the grounds.

Tom Browning suggested a Private Property sign that includes "No Overnight Stay".

Boyd Johnson reminded the group that the only Ordinance the Department has prohibits smoking within 25 or 50 feet of the building.

Pat Leach acknowledged that although the main issue with an ordinance would be enforcement, just having the ordinance in place would notify the public of what is to be prohibited.

Tim Tschantz suggested the Station 1 compound could be fenced in.

#### **Tom Browning- Covid-19 update**

- The Covid-19 Committee (Chief Officers and Medical Supervisors) continues to meet weekly.
- We still have the strictest restrictions in place compared to all other local fire departments.

- Firefighters have been reminded to take all precautions while at the station and on duty, and when off duty as well. Because we have a small number of personnel, one exposure could shut us down.
- We continue to monitor the cases in the County. Cases are increasing, but a more important number to keep track of is hospitalizations.
- CAL FIRE has questioned some of our actions pointing out that the new State guidelines on masks is a recommendation, not the law. However, Station 42 staff have since agreed to follow our guidelines at their station.
- Questions on the current system and response can be directed to Tom Browning.

**B. Treasurer's Report – Pat leach**

**i. Donations** – Donations were received as follows: \$0 for the month of May 2020.

**ii. Financials** for May 2020

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

Bruce Boyd asked why the Mitigation Fund has not increased as he thought there was new construction. Lynn McGarva informed that we have had some increase, but revenues will be reflected in June.

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

**iii. Revised Final Budget**- Pat Leach presented the Revised Final Budget as a comparison of the Adopted Budget (January) to the Actuals to date. However, when the Final Budget is published on the website, the Adopted Budget column will not be included.

Rhea Williamson asked why the Permit Development Fees line in the Mitigation Fund is so much less than what we had budgeted (\$6,953.86 vs. \$9,860), Pat Leach replied that construction is not what was anticipated likely due to Covid.

Rhea Williamson asked why the Capital Improvements line in the Measure Q fund was so much higher than budgeted (\$63,792 vs. 25,000). Pat Leach relayed that the Solar System was more expensive than anticipated.

While presenting the Measure Q Revenue History sheet, Pat Leach asked that we might want to consider re-evaluating the percentage allocation for Measure Q priorities.

Rhea asked about three line items under Class II Expenses of the General Fund, specifically why our final budget would be less than adopted. Both Lynn McGarva and Bruce Boyd responded that the adopted budget is an estimate based on previous year actuals. Now that we are so close to the

end of the fiscal year, we can see that we will not be spending out those line items as anticipated.

Pat Leach highlighted that the line item, Legal Services, includes Live Scan, background checks and Occu-Med services.

Noting that our Estimated Ending Balance for the General Fund shows a \$25,541 loss year over year, Rhea Williamson asked if this was typical. Bruce Boyd replied that it is not uncommon for these types of fluctuations year over year, but our ending balance is still a very healthy standing.

After a thorough presentation of the final budget for all funds, Bruce Boyd move to accept the Final Budget as presented, Tim Tschantz seconded, motion passed by unanimous vote.

**B.iv. Funds Transfer Authorization**- Pat Leach asked the Board to reimburse our General Fund for expenses incurred on behalf of Measure Q. Bruce Boyd moved to accept the Funds Transfer Authorization as presented, Rhea Williamson seconded, motion approved by unanimous vote as follows:

Ed Beckenback – Aye  
Tim Tschantz – Aye  
Pat Leach – Aye  
Bruce Boyd – Aye  
Rhea Williamson – Aye

Ayes: 5      Noes: 0      Abstain: 0      Absent: 0

**B.v. Preliminary Budget**- Pat Leach has been concerned building the budget as there is no telling how this pandemic will affect our revenues. Pat asked the Board for guidance for approaching the FY 2020-21 budget; Should we consider a 10% cut across the Board? The County is ok with not receiving the Preliminary budget right now, so long as we keep spending as normal.

Bruce Boyd would prefer to have the Finance Committee create the preliminary budget, line by line. Ed Beckenbach agreed.

Tom Browning replied that the Board should be more concerned about the bottom line, let the Fire Chief and Finance Manager create the budget. Spend conservatively at the beginning of the fiscal year, save larger purchases for the end of year.

The Finance Committee will schedule a meeting for the beginning of July, Preliminary Budget item will be moved to the July 28<sup>th</sup>, Agenda.

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

Lynn McGarva wanted to take a moment to acknowledge how much time and effort Pat has committed to developing the budget. Pat has done a tremendous job. As a general reminder, the budget is an estimate, to complete a preliminary

budget you set your revenues low and your expenditures high. We will get the preliminary budget done soon.

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

- Morale is picking up, having the trainings in person has is very helpful.
- Firefighters are interested in acquiring dual compliant pants, which would work on wildland fire incidents as well as medical. The Association would like to see if the Board can help financially. What is the best way to go about asking the Board for financial assistance?
- We have been discussing what the Explorer Program should look like during the pandemic.
- Firefighters are antsy to do more hands on training, and increase engagement.
- One of the Association’s goals is to develop a 501(c)(3).

Ed Beckenbach remarked on how the Community shows its support for the firefighters, among other ways, by attending the Scotch Broom Breakfast. It is very unfortunate that had to be canceled this year.

**E. LAFCo Report – Ed Beckenbach**

No meeting, no report.

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

No meeting, no report

**G. NCFR Report – Pat Leach.**

No meeting, no report.

**6. NEW BUSINESS**

**A. Resolution 2020-05 Petty Cash Fund- Pat Leach**

This resolution is needed to authorize Lynn McGarva as the Custodian of the Petty Cash fund.

Rhea Williamson asked what type of purchases are done through the petty cash fund. Pat Leach responded that just small amount of money that may need a quick turnaround, in lieu of having the County issue a check. The County tracks our Petty Cash Fund and only Board Members are signers, Lynn will not be a signer.

Pat Leach moved to accept Resolution 2020-05 Petty Cash Fund renaming Lynn McGarva as the Custodian of the Petty Cash Fund, Bruce Boyd 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

**B. Election Information- Ed Beckenbach**

Ed Beckenbach presented the Candidate Filing information for the November 3, 2020 General Election. North San Juan Fire Protection District has three Board Members up for re-election; Ed Beckenbach, Pat Leach, and Rhea Williamson.

**C. Audit Contract Discussion- Pat Leach**

Smith and Newell contacted the District about renewing our contract for the next three years (Fiscal years ending in 2020,2021, 2022). According to the California State Controllers Office, California Government Code 12410.6 requires entities to change auditors for at least one year if they have been with the same firm for a maximum of six audit years, which is the case with NSJFPD and Smith and Newell. with the same firm. We can request a waiver if we would like to keep with Smith and Newell. We will contact other local Fire Departments to see which auditors they use to obtain proposals from different firms. However, there has also been conflicting information that we can use the same auditing firm if we are assigned a different auditor at the firm. We would need the waiver to use the same firm with a different auditor.

Boyd Johnson inquired about a letter he mailed to the district the previous week as it contained information relevant to this discussion, and wondered why it is not in the packet. Heidi Ryan responded that his letter was received this week (Tuesday morning) and did not make it in time to get on the agenda.

Bruce Boyd added that the letter makes it appear that we have one more year with Smith and Newell.

Ed Beckenbach is interested in finding a different auditor in the future.

Pat Leach concluded that this item will be followed up on at the July 28, 2020 Board meeting.

**D. District Tablets -Ed Beckenbach**

A member of the Board is interested in having District email separated from their personal email account. One way we could circumvent this would be to provide District issued tablets for Board Members. Should the District buy tablets for Board Members for use on District business?

Bruce Boyd reminded the Board that when we adopted our policy, we discussed the possibility of Board Members being issued District equipment to access email. Bruce is uncomfortable with conducting District business on the same device and system he uses for his business, the potential liability is too great. Additionally, it makes logical sense for all Board Members to have a District issued device for conducting District business.

A discussion ensued about the best way for Board Members and District staff to access District email on personal devices to ensure proper separation from private accounts.

It was stated that we should move forward with purchasing tablets for Board Members, on an as needed basis, the expense is within the Chief's prevue.

**E. Resolution 2020-06 Capital Improvement Plan – Pat Leach**

Heidi Ryan did not get the correct version of the Capital Improvement Plan in the packet. It was decided to move this item to the July Board meeting. Additionally, this plan will be re-evaluated at the upcoming Finance Committee meeting.

7. **NEXT MEETING:** July 28, 2020, at 7:00 PM.
8. **ADJOURNMENT:** Meeting adjourned at 8:54 PM.

*Heidi Ryan*

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Heidi Ryan, Board Secretary