

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

info911@nsfire.org

BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, September 22, 2020

Held via Zoom

Final -MINUTES

Adopted 10/27/2020

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

ABSENT: Rhea Williamson.

1. **CALL TO ORDER:** Meeting called to order at 5:02 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **PUBLIC COMMENT:**
No public comment.
3. **CONSENT CALENDAR:**
 - Minutes of July 28, 2020 Regular Board Meeting

Ed Beckenbach requested to have the spelling of his name corrected, and Tim Tschantz requested the size of the water tank he referenced during Public Comment be corrected from 8,000 to 80,000 gallons.

Boyd Johnson submitted a copy of the General Fund's Cash Disbursements page from the April, 2019 Board Meeting. This is a follow-up from the July 28, 2020 Regular Board Meeting in which Pat Leach requested documentation for the defamation campaign Boyd Johnson claimed the Board held against him.

Bruce Boyd moved to approve the July 28, 2020 minutes as corrected, Pat Leach seconded, motion passed by unanimous vote.

Rhea Williamson joined the meeting at 5:07 PM.

4. ANNOUNCEMENTS:

Rhea Williamson relayed that the San Juan Ridge Taxpayers Association (SJRTA) is rethinking the concept of a FireWise Community workshop in terms of the format, attendees, and content. However, all plans for a workshop is currently on hold.

Rhea Williamson announced that the West Sages FireWise Community has filed all paperwork, final approval is pending.

5. REPORTS

A. Chief's Report – Chief, Jason Flores

- Fire Season has been busy.
 - Presented call statistics for July and August, 2020.
 - Water Tender 6191 and Engine 6164 have been out a lot.
 - Boyd Johnson has been busy coordinating coverage in the District.
 - There have been a few double tone outs. This is because some of our responders do not have radios, so they are not able to communicate with the Command Center immediately.
 - 6164 Just returned from the North Complex.
 - WT 6191 is still assigned to the North Complex.
 - Reserve Firefighter Doug Lingen staffed 6164 with Firefighters Bill Scott and Andy Guetebier. Doug relayed an incident where Bill Scott and Andy Guetebier helped assist firefighters get out of danger and into a safe area for rest. Our firefighters did an excellent Job, we should all be proud of their work.
 - We have equipment that will be going in for maintenance soon.
 - Tom Browning is currently in Oregon with his Management Team.
 - Trainings: ongoing, Boyd Johnson and Will Green have been coordinating.
 - Long fire season ahead. Above normal temperatures are anticipated into November.
 - Our Facebook page has been helpful providing information to our community.

Tim Tschantz inquired on the status of the new fire Engine. Chief Flores replied that due to unforeseen setbacks resulting from Covid-19, delivery has been delayed to January 2021.

Rhea Williamson asked for an update on the water tanks at Grizzly Hill School that were discussed during the Chief's Report in July. Boyd Johnson responded that Chief Flores could write a letter to the school stating that the Department supports 10,000 gallons as being satisfactory for the schools. That will enable the school to install the proper fitting.

B. Treasurer's Report – Pat leach

i. Donations – Donations were received as follows: \$170 for the months of July and August 2020.

ii. Financials for July and August 2020

Boyd Johnson asked why the Board would attempt to approve Disbursements for July and August without discussing the line item titled "Payroll Liability" for \$7,000. Boyd Johnson asked if this amount was above normal and why. Lynn McGarva informed the group that this amount was higher than normal because it included the payout for the Ranch Fire as well as penalties from payroll processed in 2019. An incorrect rate was used while processing some of the payroll in 2019, which resulted in the District under paying these tax liabilities, which resulted in penalties.

After review of the financial reports, Rhea Williamson moved to accept the July and August 2020 financials as presented, Bruce Boyd seconded, motion passed by unanimous vote.

Pat Leach was dropped from Zoom during this item. Lynn McGarva offered to go through the Mitigation Report in her absence.

iii. Mitigation Report FY 2019-20-

Lynn McGarva presented the Mitigation Report for 2019-20 as required by the County of Nevada.

Rhea Williamson asked for clarification on the ending balance presented twice on the Mitigation Report, the numbers did not match. Lynn McGarva discovered she incorrectly transposed the ending balance in one of the instances and thanked Rhea for pointing that out.

Pat Leach returned to the Zoom call.

iv. Prop 172 Report FY 2019-20-

Pat Leach presented this report, which is an annual requirement by the County of Nevada

Rhea Williamson asked for clarification on how the revenue from Prop 172 was spent. Lynn McGarva replied that we purchased services and supplies. Bruce Boyd further added that the revenue from Prop 172 is included in our budget, it is used to help fund our operations within the General Fund.

C. District Manager's Report – Lynn McGarva

Lynn McGarva is currently working on creating the new company in QuickBooks, on top of all other tasks. Ed Beckenbach asked for a report on the process of creating the new company so the Board can have a clear understanding of what was done.

D. Firefighters Association Report – Angela Flores

- Discussing officer changes.
- Will be purchasing pants soon.
- Discussing the new engine and how it will be outfitted.
- The Association wanted to thank the Board for what they do.

Tim Tschantz asked about possibly purchasing radios for all firefighters. A discussion ensued about the pros and cons. Bruce Boyd interjected a *Point of Order* and asked this discussion to be agendaized at a future meeting.

Angel fell off the Zoom call, Chief Flores provided the report on her behalf.

E. LAFCo Report – Ed Beckenbach

Attended a meeting on August 20, the entire meeting consisted of a discussion of the preliminary draft Environmental Impact Report for the City of Nevada City change of the Spear of Influence. Purpose of an environmental impact report is

to ensure little impact to the environment. Residents were given the opportunity to voice their concerns. LAFCo is looking to respond adequately and legally to resident concerns.

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

Fire Safe Council has a new team, currently creating helpful videos to make available on multiple platforms. Pat will be attending a meeting on Wednesday with Supervisor Hoek as well as a meeting on Thursday with the South Yuba River Coalition.

The Fire Wise Coalition continues to hold meetings monthly, very interesting and informative.

Increasing outreach to all FireWise Communities to increase activity and involvement.

G. NCFCA Report – Pat Leach.

No meeting, no report.

6. OLD BUSINESS

A. Auditor Contract- Pat Leach

Zach Pehling was the only entity that was interested in taking NSJFPD on as clients. Mr. Pehling was highly recommended from Nevada County Consolidated Fire Protection District. Pat Leach recommends moving forward with Zach Pehling.

Ed Beckenbach asked how Mr. Pehling’s fee compared to other auditors. Pat Leach responded that the rate provided by Mr. Pehling is comparable to what we have paid for auditors in the past.

Bruce Boyd moved to accept the proposal from Zach Pehling for Auditor Services for FY 2019-20, Tim Tschantz seconded, motion passed by unanimous vote.

B. Water Storage on Cruzon Grade- Bruce Boyd

Bruce Boyd referenced a letter received by the Board from the community in the Cruzon Grade area, signed by 11 residents. Bruce Boyd recommended the District consider policy implementation before starting to place water storage tanks throughout the District. There are many aspects to consider: logical location of tanks throughout the District; amount of storage; whether the District should lease, own, or have a legal easement at the tank site; securing a reliable water source; and ensuring the tanks are both durable and vandal proof. This is a public interest and we are representing the entire District.

Bruce suggested we start with a Committee to discuss and develop this concept further. There is an opportunity we could work with the Cruzon Grade Community as we develop our policy.

Chief Flores asked to be involved on a Water Storage Committee.

Rhea Williamson would also like to be involved on a Water Storage Committee to help investigate possible grants and coordinate with FireWise Communities.

Bruce Boyd said the Resource Conservation District (RCD) is currently funding grants for water tanks on Agricultural Zoned properties. Additionally, USDA offers loans the District could use for this purpose.

Bruce Boyd suggested Rich Mead or Kurt Lorenz be invited to the first Water Storage Committee Meeting.

C. Second Reading of Proposed Changes to the Organizational Manual Section 2300- Pat Leach

Heidi Ryan pointed out the only change requested at the July 28, 2020, Regular Board Meeting.

Rhea Williamson asked for clarification on staff titles.

Pat Leach moved to accept the Proposed Changes to the Organizational Manual Section 2300, 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

Bruce Boyd made a point of order that the Chair needs to vote last in a Roll Call Vote.

7. NEW BUSINESS

A. Resolution 2020-08 Measure Q Rate Increase – Ed Beckenbach

We are given the opportunity each year to raise the rates to Measure Q. Resolution 2020-08 represents the Districts decision to decline a rate increase for FY 2020-21. Moving forward, Ed Beckenbach would like to agendized this discussion annually.

Ed Beckenbach asked to have an addition of “for FY 2020-21” added to the end of the paragraph beginning with “NOW, THEREFORE, IT IS HEREBY RESOLVED...”

Bruce Boyd moved to adopt Resolution 2020-08 as corrected, Rhea Williamson seconded, motion approved by unanimous vote as follows:

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

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

8. Sick Leave Policy – Bruce Boyd

This draft Sick Leave Policy directly reflects the California Sick Leave Law which took effect January 2015 and was discussed by the Personnel Committee. It is recommended a sick leave policy is included in the Organizational Manual.

Rhea Williamson asked to whom this policy would apply. Pat Leach replied that only the two administrative employees are impacted by this policy.

Rhea Williamson questioned why the accrued sick leave would not be paid out a termination. Bruce Boyd replied that our staff is part time, and staff is encouraged to use their sick leave as needed. Tim Tschantz pointed out that it was a big hit for the Department when we paid out sick leave balances for two employees earlier in the year, this policy is intended to provide clarity on the California law. Heidi Ryan added that the California Sick Leave Law does not require employers to pay out sick leave balances at employee termination.

Pat Leach said the state law requires 24 hours per year, the way the draft is written would mean the employees would make more than that.

Bruce Boyd reminded the group that this is a draft, and comments and suggestions are welcome.

9. NEXT MEETING: October 27, 2020, time and location to be determined.

10. ADJOURNMENT: Meeting adjourned at 6:35 PM.

Heidi Ryan

Heidi Ryan, Board Secretary