

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 28, 2021

Adopted October 26, 2021

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 5:01 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. APPROVAL OF September 28, 2021 REGULAR BOARD MEETING AGENDA:

The following items were asked to be removed from the agenda and to be heard at the October Board Meeting; 7.A, 7.C, 7.D, 8.C, and 8.I.

Rhea Williamson moved to approve the amended agenda, 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 Absent – 1 Abstain – 0

3. PUBLIC COMMENT:

Boyd Johnson noted that on page 2 of the recently released Wildfire Season Guide, there is an article on page 2 regarding fire station staffing during fire season. He asked the Board to consider aggrandizing a discussion with the Chief Officers on how NSJ Fire will staff our stations during fire season and how many engines and firefighters will go out during fire season as well as how the department will provide structure protection.

Boyd also asked, rhetorically, if the Board seen the article in the Union about the audit of the Fire Safe Council Audit and how the County responded.

4. CONSENT CALENDAR:

Rhea Williamson asked to remove item 4.C for discussion.

Bruce Boyd moved to accept the Consent Calendar with item 4.C removed for discussion, Pat Leach seconded, motions 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 Absent – 1 Abstain – 0

Discussion of Item 4.C – Correspondence from ISO. Rhea Williamson noted that according to the correspondence from ISO, it appears our classification with ISO changed and she requested clarification. Tom Browning responded that ISO changed how they label each classification (i.e. what was 6/8B is now 6/6X), but it appears the results of our recent survey show that our classification has not actually changed.

Rhea Williamson moved to accept item 4.C, Pat Leach seconded, Pat Leach seconded, motions 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 Absent – 1 Abstain – 0

5. ANNOUNCEMENTS:

Bruce Boyd announced he and Rhea Williamson submitted a grant proposal for the Resiliency Grant. The proposal is to have the planning work done for transforming and further developing Station 1.

6. REPORTS

- **Chief’s Report – Battalion Chief Chris Dorn**
- Chief Flores is on the Caldor Fire with his team.
- 6191 is on the KNG Fire by Sequoia Kings Canyon.
- Initial Attack in the District has calmed down.
- A recent garage fire was knocked down quickly with NSJ Fire and CAL FIRE.
- E6164 is repaired and back in service.

Rhea Williamson asked if it would be helpful to develop pie charts to show ‘time of day’ and ‘day of week’ for fire activity. Heidi Ryan responded that she could develop those charts for future meetings. Rhea also asked why our training records show no public education trainings. Bruce Boyd responded that the lack of trainings is a direct result of Covid-19 restrictions.

Tim Tschantz asked for a status update on the Firefighter Backfill Plan that was approved at the July Board Meeting. Angel Flores informed the Board that this program is only put in place when E6168 is out of County on Assignment. This program has helped ensure the shifts of all firefighters assigned to E6168 are covered (ensuring District coverage) and the firefighters have really appreciated the program. In addition to being a part of multiple strike teams this summer, E6168 also covered Station 42 for roughly 6 weeks. Tom

Browning added that he was contacted by a CAL FIRE Captain that NSJ Fire is the “best organized and well trained volunteer department in the State.”

Tim Tschantz asked for an update on the SCBA(self-contained breathing apparatus) order. Lynn McGarva responded that since we have received the Assistance to Firefighters Grant for the purchase of SCBA’s (after the Board approved \$40,000 towards SCBA’s), the Board will need to approve the new purchase amount.

A. Treasurer’s Report – Pat leach

i. Financials- July and August 2021: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Pat Leach provided a summary of each page of the Financials for July and August 2021. Pat wanted to ensure the Board understood that when we purchase the SCBA’s (funded by the Assistance to Firefighters Grant), we will cover the cost until we are reimbursed. There is a potential we will go months before we are reimbursed.

Boyd Johnson asked if the payment to IRS in July 2021 included any penalty payments. Lynn McGarva responded that it did not.

Boyd Johnson asked if the payments to IRS and EDD in August 2021 included any penalty payments. Lynn McGarva responded that it did not.

Liz Walsh asked if homeowners pay for the road signs that they order through the Department. Heidi Ryan responded that office staff order the signs through Zap Manufacturing, the District pays for them, and then the homeowner reimburses the District when they pick their signs up. We do not mark the cost of the signs up, the homeowner pays the price the District is charged.

Rhea Williamson asked about the purchase of a \$3,000 lawn mower and where it is used. Tom Browning responded that the lawnmower is used on the lawn and helipad at Station 3, as well as the grounds at Station 1.

Rhea Williamson moved to approve the July and August 2021 Financials as presented, 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 Absent: 1 Abstain: 0

ii. June 2021 Cal Card Expenses

This page was missing from the July 2021 Financial Report.

Bruce Boyd moved to approve the June 2021 Cal Card expenses as presented, 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 Absent: 1 Abstain: 0

iii. Final Budget FY 2021-22

Pat Leach pointed out that the Final Budget is presented with three columns; The first column is the Actuals for FY 2020-21; the second column is the Preliminary Budget that the Board Approved at the June 2020 Board Meeting; and the third column is the Proposed Final Budget that, when approved, will be sent to the County.

Rhea Williamson pointed that some of the sub-totals in the Actuals column were not added correctly. Lynn McGarva thanked Rhea for pointing those out and informed that she will correct those mistakes.

Rhea Williamson asked for reasoning on many line items where the actuals for FY 2020-21 were noticeably different that we are using in the Final Budget. Lynn McGarva was able to explain the reasoning and reminded Rhea that we will revisit the budget in January and make budget adjustments as needed.

Tim Tschantz asked why the revenues from strike teams is low compared to the Actuals for FY 2020-21. Lynn responded that strike team activity is not guaranteed. We must include it in the budget, but there is no way of knowing what that number will be. And although we often receive a lot of revenues from strike team activity, we will also incur a lot of strike team expenses as a result.

Rhea Williamson moved to adopt the Final Budget for FY 2021-22 with the correction to the Actuals for FY 2020-21 as discussed, 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 Absent: 1 Abstain: 0

B. District Managers Report- Lynn McGarva

Lynn McGarva summarized the recap of the IRS penalties to date. Lynn went back to 2011 and did not find a penalty before the penalty incurred at the end of 2019.

Boyd Johnson pointed out that a penalty in the amount of \$369.82 from August 2020 was only listed as a payment to the IRS, it was not clearly identified as a penalty. A discussion ensued between Boyd Johnson and Lynn McGarva regarding the details and timeline of the documents included in the packet. Boyd Johnson wants to ensure the Board is transparent and open regarding any penalties incurred in the future.

Rhea Williamson noted that this penalty was something Lynn McGarva inherited when she was hired in April, 2020. It is a historical issue that Lynn is remedying. In the future, all penalties will be clearly identified and discussed at Board meetings.

Lynn McGarva also informed the Board that Cal OES overpaid us \$10,000 that we will have to pay back.

C. Firefighter Association Report- Angel Flores

- The next Association meeting is on Wednesday, October 29th, new officers will be nominated.
- Sweetland Garden Mercantile donated \$5,000 to the Association.
- A local non-profit has gifted the firefighters \$5-6 thousand in supplies and equipment including a new ice machine.
- The Association is starting to brainstorm another BBQ fundraiser.

Bruce asked if the Association would like the Board to acknowledge these large contributions. Angel responded that the Association will be formally thanking the donors.

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

- Fire Safe Council has recently received a few large grants. One is to help seniors achieve defensible space, spread the word.
- The Council is looking for sawyers and grounds men to help man crews.
- The South County Fuel Break will begin this Winter.
- 65 FireWise Communities in Nevada County, 50 are in the process of achieving certification.

E. NCFCA Report – Pat Leach

No meeting to report on.

7. OLD BUSINESS

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

Rhea Williamson shared that Ann Solik has helped create a flyer that includes a letter from the Chief, the bullet point document Rhea developed and shared with the Board in July, and a map of the Zone Haven zones within the District. Residents should receive the flyer by the end of next week.

Heidi Ryan shared that Alex Friant, from Nevada County GIS, has developed two maps of the District that include the Zone Haven zones; a small map to be used in mailers/handouts; and a large map that can be printed on 24”X36”.

8. NEW BUSINESS

A. Doctor Contract – Will Green

Will Green, the EMS Captain, let the Board know that we are required by SSV (Sierra Sacramento Valley) EMS to have a medical doctor on contract to review our EMS program. Will has contacted Dr. Dan Goldsmith who has agreed to provide this service for our District. Dr. Goldsmith is the medical doctor on contract with Nevada County Consolidated Fire Protection District and Grass Valley Fire Department. The contract has been reviewed by our Counsel, Gary Bell.

B. Organizational Chart Change – Rhea Williamson

Rhea Williamson presented the proposed change to our organizational chart that was brainstormed with the Personnel Committee and Chief Officers. There were some minor changes suggested regarding to whom Administration reports to. The updated proposed organizational chart will be presented at the October Board meeting. The proposed changes would help develop and mentor future Chief Officers within the Department.

Liz Walsh asked if the Deputy Chief position proposed would be an administrative only position or a field position. Tom Browning responded that all Chief Officers are field positions and have the potential to be assigned to large incidents. However, with four Chief Officers on rotation, staff can ensure there is always a Chief Officer in the District.

Pat Leach moved to accept the proposed changes to the organization with minor changes regarding to whom the Administration staff reports to, 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 Absent: 1 Abstain: 0

D. Resolution 2021-09 Fee Schedule for Cases of Negligence, Criminal Activity, and False Alarms FY 2021-22 – Chris Dorn

Chris Dorn informed the Board that Chief Flores would like to see the rate increased for false alarms. However, Tom Browning suggested the rate stay the same. A discussion ensued regarding when and how we would charge individuals these rates.

Rhea Williamson moved to adopt Resolution 2021-09 as presented, 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 Absent: 1 Abstain: 0

E. Volunteer Forms – Rhea Williamson

Rhea Williamson presented two sign-in forms used by California State Parks to track and account for volunteer laborers/helpers. Rhea suggests North San Juan consider using similar forms to track our non-fire volunteers. According to our District policy, non-fire volunteers are covered under our Worker’s Comp, but we do need to be informing our policy carrier of who is volunteering as well as the project type and date/time of work completed. Heidi Ryan is waiting for a call back from our Liability provider about how these types of volunteers are covered as well.

F. Measure Q Rate Increase – Pat Leach

Pat Leach reminded the Board that Measure Q was passed by our constituents in 2014 and the rate has never been increased. This is the time of year to consider an increase to Measure Q that would affect the tax rolls for the upcoming fiscal year. Before retiring from the Board, Ed Beckenbach asked to have a resolution completed each Fall stating if we will increase Measure Q or not. Pat asked the Board to consider whether to increase Measure Q and we can continue the discussion at the next Board meeting.

G. Acknowledging the Retirement of Boyd Johnson, Discussion – Tim Tschantz

Boyd Johnson has retired from the North San Juan Fire Protection District after 32 years of service. When Boyd retired as Fire Chief in 2009, his dress shirt was retired, and the Board gifted him a wooden kayak. Board members were asked to brainstorm ideas of how to properly acknowledge 32 years of service for continued discussion at the next Board meeting.

H. Mitigation Refund – Heidi Ryan

Heidi Ryan asked the Board to issue a refund for a local resident who completed construction on their new home in 2020. The resident paid mitigation fees in 2018 at a rate of \$0.59/ft sq. and was advised to return to the office after completion and installation of a sprinkler system to receive a refund of \$0.30/ft. sq to reflect the mitigation fee rate with sprinklers installed.

Bruce Boyd moved to issue a refund of mitigation fees as presented, 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 Absent: 1 Abstain: 0

- C. **NEXT MEETING:** October 26, 2021, 5:00 PM via Zoom
- D. **ADJOURNMENT:** Meeting adjourned at 7:32 PM.

Heidi Ryan

Heidi Ryan, Board Secretary