NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, February 22, 2022, 7:00 PM
AGENDA

To access this Board Meeting by phone:
Dial: 1-669-900-6833/ Meeting ID: 869 6570 2155 / Passcode: 089923

1. **7:00 PM - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Action 2. **7:01 PM or as soon thereafter as possible - APPROVAL OF February 22, 2022 REGULAR BOARD MEETING AGENDA**

3. **PUBLIC COMMENT ON MATTERS NOT ON AGENDA** *As per the Brown Act, members of the community are free to speak on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair will recognize individuals who wish to speak. Comments should be directed to the Board. Each individual shall be given one opportunity to speak. Please limit your comments to five minutes. No action may be taken by the Board concerning items not on the agenda.*

Action 4. **CONSENT CALENDAR.** *These items are expected to be routine and non-controversial. The Board will act upon them at one time without discussion. Any Board member, staff member or interested party may request that an item be removed from the consent calendar for discussion.*

- **A.** Minutes of January 25, 2022 Regular Board Meeting 🕮

5. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

6. **REPORTS**
   - **A.** Chief's Report – Jason Flores
     - **i.** January 2022 Statistics 🕮
   - **B.** Treasurer's Report – Pat Leach

Action
     - **i.** Financials- January 2022: Funds Summary, Disbursements, Deposit Detail, Cal Card 🕮

Action
     - **ii.** Authorize Deputy Chief to be an Authorized Signer 🕮
   - **C.** Firefighter Association Report – Chris Rainville
   - **D.** Fire Safe Council/FireWise Coalition/Ridge FireWise Communities Report – Pat Leach 🕮
   - **E.** NCFA Report – Pat Leach

7. **OLD BUSINESS**
   - **A.** Water Storage Committee – Bruce Boyd
   - **B.** "Preparing for Large Fires" Discussion – Tim Tschantz
   - **C.** Landscaping at Station 3 – Tom Browning

Action
   - **D.** Resolution 2022-01 & Measure Q Rate Increase Discussion– Pat Leach 🕮
   - **E.** Newsletter Update and Editor Discussion – Rhea Williamson

Action
   - **F.** Board Organization – Heidi Ryan 🕮

8. **NEW BUSINESS**
   - **A.** Board Goals – Tim Tschantz

Action
   - **B.** Sick Leave Hour Loan 🕮

Action
   - **C.** District Manager of Operations and Personnel Salary Increase – Tim Tschantz 🕮
   - **D.** CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluation: Fire Chief
   - **E.** Report on Closed Session

9. **NEXT MEETING: March 22, 2022**
10. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra SuperStop, NSJ Post Office, Petersons. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

4 A

Draft Minutes
January 25, 2022

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.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, January 25, 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 5:00 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF January 25, 2022 REGULAR BOARD MEETING AGENDA**
   Bruce Boyd moved to approve the agenda with items 7.A, and 7.C removed, 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

3. **PUBLIC COMMENT:**
   No public comment.

4. **CONSENT CALENDAR:**
   A. **Minutes of November 30, 2021, Regular Board Meeting**
   Rhea Williamson confirmed that Chief Flores will work to track call data associated with cannabis grows so the Board can analyze how the industry is impacting the Department.

   Pat Leach moved to approve the Minutes of March 23, 2021, 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

B. Correspondence from IRS

Bruce Boyd moved to approve the Correspondence from IRS, 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

5. ANNOUNCEMENTS:

None

6. REPORTS

A. Chief's Report – Chief Jason Flores

i. November & December 2021 Statistics

- Total Calls for 2021 was 415, which is a new record. Very appreciative of our hardworking firefighters.
- Out of District responses have increased to Camptonville. Chief Flores will be following up with Camptonville Volunteer Fire Department.
- Firefighters have been attending trainings with local fire departments. We have five firefighters taking Driver Operator training through Peardale. After successful completion of the class, this will mean more drivers licensed to operate E6168.
- Residents have been asking for assistance in control burns.
- Firefighters developed their Department Goals for 2022.
- Two new firefighters on the roster.
- Firefighters were given department belt buckles for their uniform.

ii. Grants Update

- Shipment of the new SCBA's in mid to late March
- Chris Rainville coordinated a grant application for wireless extrication equipment. That application was submitted last week.

B. Treasurer's Report – Pat leach

i. Financials- November & December 2021: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Bruce Boyd moved to approve the November and December 2021 Expenditures as presented, Rhea Williamson 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. Year to Date Budget vs. Actuals FY 2021-22
Pat Leached presented the Year-to-Date Budget vs. Actuals for Fiscal Year 2021-22. She reminded the Board that we will revisit the budget in May and make budget transfers if needed.

Bruce Boyd asked to confirm that we must maintain a 10% contingency in our budget. Pat Leach noted that she will ensure that is included in the budget when we revisit it in May.

Tim Tschantz asked if there is any interest in hiring an outside accountant to review our budget and financial process. Pat Leach suggested the Finance Committee discuss this idea further.

C. Firefighters Association Report – Chris Rainville

- Met at the beginning of January, re-elected all current officers.
- $14,000 balance.
- Working on obtaining a non-profit status.
- Next Meeting is February 16th.

D. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
The Fire Safe Council anticipates that both the Access and Functional Needs contract and the South County Fuel Break contracts will be finalized and signed at the February Board of Supervisors meeting. The Council expects to complete 150 Access and Functional needs properties by the end of 2022, with another 600 homes through 2024. The director of the Council is currently writing grants to fund the Rim Fuel Break. Fire Safe Council crews have been working on storm clean up.

The FireWise Coalition will be meeting on Tuesday, February 1st.

Ridge FireWise Communities will be holding a Zoom meeting on Thursday, February 10th. CAL FIRE is working on clearing along Sages Road, it is a very nice example of effective clearing and forest health.

E. NCFA Report – Pat Leach.
No meeting to report on.

7. OLD BUSINESS

A. Water Storage Committee Update- Bruce Boyd
This item was removed from the Agenda.

B. "Preparing for Large Fires" – Tim Tschantz
Tim Tschantz would like to encourage residents outside of FireWise communities and develop a list of resources/contractors to help with brushing and burning. A discussion ensued on how best to suggest contractors and businesses without the Fire Department formally endorsing them. Pat Leach suggested we use the resource list the Fire Safe Council maintains and encourage our locals to join that list.

Tim Tschantz would also like to develop outreach that educates residents to use fire appropriately, during the right time of year, to use fire for fire prevention. Pat Leach pointed out that there is a lot of relevant information for residents in the Wildfire Guide.

C. Landscaping at Station 3 – Pat Leach

This item was removed from the Agenda

D. Measure Q Rate Increase Discussion – Pat Leach

Measure Q was passed in 2014 and the District has never raised the rate. Pat Leach asked the Board to consider increasing the rate. Bruce Boyd noted that if we do investigate a rate increase, we should first hold at least two public hearings to get feedback from our residents. Pat Leach suggested the Finance Committee prepare some examples of what a rate increase would equate to and present to the Board at the February Board meeting.

E. Newsletter Update – Rhea Williamson

Rhea Williamson announced that the end of January deadline for the newsletter is not going to happen. Rhea is still waiting for some of the items she had requested, hoping to have a newsletter or an update at the February meeting.

Tim Tschantz asked if this is something we can hire out. Historically, the Newsletter is a community effort and it is a big endeavor.

8. NEW BUSINESS

A. FY 2020-21 Audit - Pat Leach

The Audit will be submitted to the State by January 31, 2021

Bruce Boyd moved to accept the Audit 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	Abstain: 0	Absent: 1

B. Authorization to go to Bid for New Generator at Station 3 – Jason Flores

Chief Flores presented the authorization to go to bid for a new generator at Station 3. According to the District's Purchasing Policy, the Board must first authorize the bid process to begin, then the Board will formally award the bid after all bids are considered. Bruce Boyd asked that the new generator be fueled by propane and not Diesel.

Rhea Williamson moved to authorize the Fire Chief to go to Bid for a new generator at Station 3, 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

C. **District Manager of Finance and Facilities Salary Increase – Tim Tschantz**
The District Manager of Finance and Facilities is currently at Step 3, $22/hour, the Personnel Committee recommends she be moved to Step 4, $23/hour retroactive to October 6, 2021.

Bruce Boyd moved to approve a step increase to $23/hour for the District Manager of Finance and Facilities retroactive to October 6, 2021, 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

D. **SCI Consulting Group Report – Pat Leach**
SCI Consulting Group works under contract for the District and annually prepares a report summarizing the District's two special taxes, methods of apportionment, and other related data as required by the Local Agency Special Tax and Bond Accountability Act. This is the report for Fiscal Year 2020-21.

Bruce Boyd moved to accept the SCI Consulting Group Report, 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

E. **Annual Board Organization – Tim Tschantz**
i. Selection of Treasurer – Pat Leach for one more year.
ii. Appointment of those Authorized to Sign Warrant Requests – All Board Members.
iii. Appointment of those Authorized to Sign Checks – All Board Members.
iv. Finance Committee Membership – Pat Leach and Rhea Williamson.
v. Personnel Committee Membership – Bruce Boyd and Tim Tschantz.

vi. Selection of Representative and Alternate to Nevada County Fire Agency – Pat Leach, Bruce Boyd Alternate.
vii. Selection of Board Member Liaison to LAFCo – Unfilled.
viii. Selection of Board Member Liaison to Fire Safe Council – Pat Leach.
ix. Selection of Newsletter Editor – Unfilled.
x. Selection of Webmaster – District Secretary.
xi. Setting of Regular Board Meeting Dates – 4th Tuesday of the month. No meetings in August or December.
xii. Board Goals- Bruce Boyd would like to continue making progress on obtaining water storage tanks throughout the District. Pat Leach would like to help Ridge Communities manage their green waste. Tim Tschantz would like to focus on preparing for large fires. Rhea Williamson would like to finalize a few things; the water storage tank idea and plan; obtaining a grant to repair and update Station 1; get the newsletter out and find a new newsletter editor.

F. **District Apparatus Plan – Jason Flores**
Casey Fites-Kaufman, Nathaniel Van Order, Tom Browning, and Chief Flores worked on this plan. The Board commended the four for their thorough report.

Bruce Boyd moved to accept the District Apparatus Plan, 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

G. **CLOSED SESSION; Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluation: District Manager of Operations and Personnel**

H. **Report on Closed Session**
The Board provided an evaluation on the District Manager of Finance and Facilities and are very pleased. No action was taken.

I. **District Manager of Operations and Personnel Salary Increase – Tim Tschantz**
This item was postponed to the next meeting.

9. **NEXT MEETING:** February 22, 2022, time, and location to be determined.
10. **ADJOURNMENT:** Meeting adjourned at 7:24 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

6 A i

January 2022

Statistics

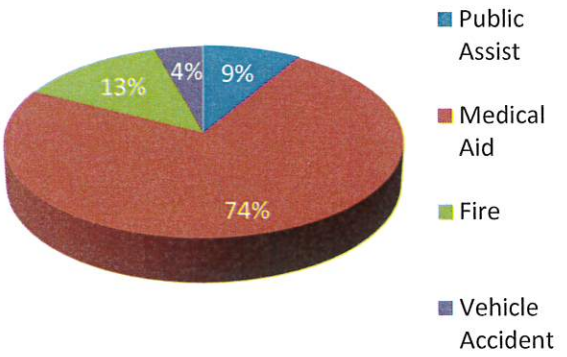
NSJFPD INCIDENT RESPONSE DETAIL - January 2022

Date	Type	Location	Mins.	FFs	Notes	OD	Response
1/1	MA	Brem (000003)	67	4	Canceled		
1/1	MA	Oak Tree (000084)	37	3	SNMH Transport		8
1/4	MA	Cleveland (000399)	13	2	Canceled	*	
1/4	FS	Pacheco (000490)	5	1	False Alarm		
1/8	MA	Oak Tree (000955)	41	3	SNMH Transport		12
1/12	MA	Hwy 49 (001305)	57	2	SNMH Transport		14
1/13	MA	Old Rd (001367)	39	4	SNMH Transport		12
1/15	MA	Hwy 49 (001573)	41	4	SNMH Transport		7
1/19	MA	School st. (002023)	36	3	SNMH Transport		8
1/20	MA	Sweetland (002080)	48	3	SNMH Transport		20
1/20	MA	School St (002081)	38	4	SNMH Transport		10
1/20	MA	Old Mill Rd (002119)	19	4	Patient Contact		10
1/22	FV	Lowden (002318) WT6191	196			*	68
1/24	PA	Robinson (002532)	17	3	Patient Contact		10
1/25	PA	Robinson (002561)	19	2	Patient Contact		16
1/25	MA	Tyler Foote (002628)	49	3	SNMH Transport		6
1/27	MA	Old Mill Rd (002835)	58	3	SNMH Transport		15
1/28	FS	Sages Rd (002958)	165	7	Extinguished		8
1/28	MA	Hwy 49 (002971)	46				14
1/29	MA	Drunken Miners (003086)	32				13
1/30	MA	Bridgeport (003200)	103			*	37
1/31	MA	Petersons Corner (003276)	31				10
1/31	VA	Hwy 49 (003326)	46			*	17

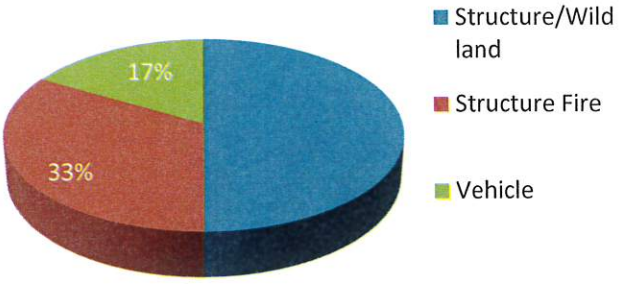
Total Calls:	**23**
Total Man Hours:	**50.20**
Average FF/Call:	**2.4**

North San Juan Fire Department
Call Details
January 2022

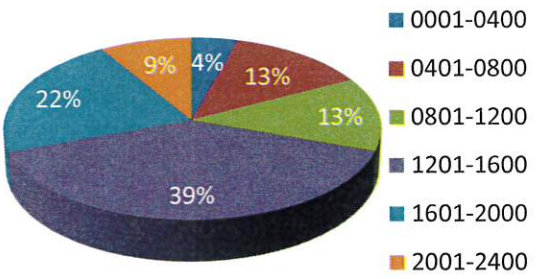
Call Type



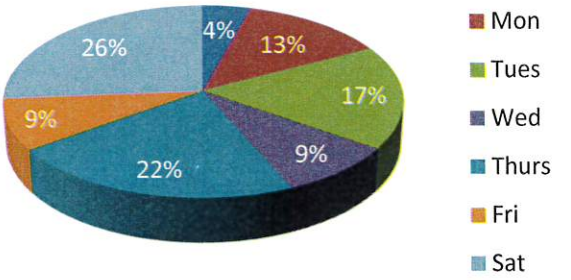
Fire Type



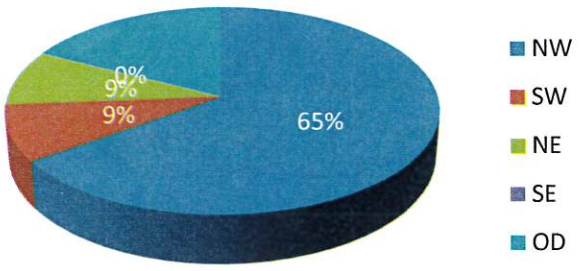
Time of Day

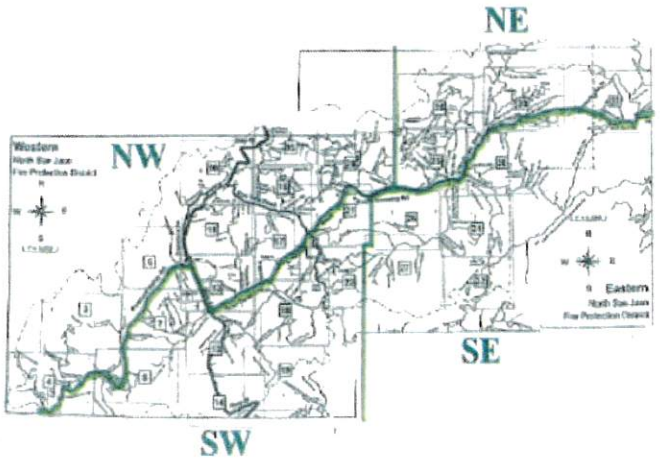


Day of Week



District Area





NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2022 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	17												**17**
Vehicle Accident	1												**1**
Fire - Structure	1												**1**
Fire - Wildland													**0**
Fire - Structure/Wildland	1												**1**
Fire - Vehicle	1												**1**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check													**0**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard													**0**
Public Assist	2												**2**
Other													**0**
Totals:	**23**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23**

Previous Years Summary				
2022	**2021**	**2020**	**2019**	**2018**
17	215	188	189	207
1	69	44	50	40
1	22	8	7	8
0	31	23	9	21
1	0	0	0	0
1	7	6	13	1
0	0	0	1	2
0	32	30	8	25
0	0	1	31	5
0	0	1	0	0
0	0	0	2	9
0	8	2	0	0
0	12	12	19	8
2	15	10	13	18
0	4	5	5	3
23	**415**	**330**	**347**	**347**

2022 Monthly Totals:	**23**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**23**
2021 Monthly Totals:	28	21	16	35	48	50	39	39	32	42	32	33	**415**
2020 Monthly Totals:	21	26	28	22	24	37	43	27	23	32	26	17	**326**
2019 Monthly Totals:	18	31	23	22	29	33	35	33	27	40	33	23	**347**
2018Monthly Totals:	24	23	24	25	30	38	40	37	28	27	25	26	**347**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4												**4**
Special Training	1												**1**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 Monthly Totals:	1												0
2021 Monthly Totals:		1	2	7	5	5	3	2	3	2	4	1	35
2020 Monthly Totals:	1	2	2	2	1	4	2	7	3	0	0	2	**26**
2019 Monthly Totals:	3	1	8	6	6	5	8	6	3	1	4	3	**54**
2018 Monthly Totals	3	1	1	2	7	6	8	4	7	1	5	2	**47**

6 B i

January 2022
Financials

NSJ Fire Protection District

Funds Summary

Period Ending 01/31/2022

			January 31, 2022
Current Assets			
(Petty Cash)	Tri-Counties Bank	$	400.00
	General Fund	$	641,166.80
	Mitigation Fund	$	17,845.16
	Measure Q Fund	$	142,893.47
	Total Checking/Savings	$	802,305.43
	Total Current Assets	$	802,305.43

	6720 General Fund	6777 Mitigation Fund	6717 Measure Q
Beginning Bal	$ 631,144.00	$ 17,845.16	$ 198,950.25
Revenue	$ 114,319.31		
Expenditure	$ 104,296.51	$ -	$ 56,056.78
Balance	$ 641,166.80	$ 17,845.16	$ 142,893.47
Ending Balance January 31, 2022	$ 641,166.80	$ 17,845.16	$ 142,893.47

Notes

Tri Counties: $50 Annual Safety Deposit Fee

General Fund Revenue and Expenditures enclosed.

Mitigation AB1600 Fund no transactions.

Measure Q Fund: $56,056.78 paid to West America Bank for Engine 6168 Loan

NSJ Fire Protection District
6720- General Fund Expenses
January 2022

	Date	Name	Memo	Amount
1	01/05/2022	Rice Business Solutions	Payroll Services	-112.50
2	01/05/2022	Fire Districts Assn of California	Monthly Life Insurance	-136.26
3	01/05/2022	PG&E	Power	-147.95
4	01/05/2022	AT&T CALNET 3	Telephone Service	-210.27
5	01/05/2022	FF Gonshorowski, Melanya (reimb)	Rmbrs Pressure Washer Repair	-339.39
6	01/05/2022	AIRGAS	Oxygen	-416.69
7	01/05/2022	Hennig's Automotive Repair	6130 Service	-429.68
8	01/05/2022	ACC Business	Monthly Broadband	-480.60
9	01/05/2022	Boyett Petroleum	Fuel	-506.86
10	01/05/2022	Riebes Auto Parts	Parts/Oil Filters/Starter Fluid/	-650.94
11	01/05/2022	Boyett Petroleum	Fuel	-687.73
12	01/05/2022	Northern Sierra Propane	Propane	-792.24
13	01/05/2022	US Bank	See Cal Card Expenses	-1,632.84
14	01/05/2022	FASIS	Quarterly Work Comp	-7,793.00
15	01/21/2022	4th Qtr Pd Call/Admin/Incident Teams	Net Payroll	-65,473.60
16	01/26/2022	EDD	State Payroll Taxes	-2,014.87
17	01/26/2022	FF Van Order, Nate	Reimburse Dump Run	-9.15
18	01/26/2022	Plaza Tire	Tires for 6132	-1,068.17
19	01/26/2022	Gold Country Copier,Inc.	Monthly Service Charge	-57.03
20	01/26/2022	FF Eugene Lehman	Rmbrs Background Check	-57.50
21	01/26/2022	Wind, Rachel	Replace Lost Check #241021	-100.00
22	01/26/2022	FDAC	February Life Insurance	-136.26
23	01/26/2022	Internal Revenue Service	Federal Payroll Taxes Payable	-13,373.90
24	01/27/2022	Verizon Wireless	Tablets	-0.80
25	01/27/2022	FF Scott, William S. (reim)	Reimburse Gas	-9.93
26	01/27/2022	FF Mead, Rich(reim)	Screws/hardware for doors	-13.44
27	01/27/2022	Chardon Corporation	Shower Head	-26.19
28	01/27/2022	Gold Country Copier,Inc.	Monthly Service Charge	-71.30
29	01/28/2022	PG&E	Power	-205.91
30	01/28/2022	AT&T CALNET 3	Monthly Service	-211.08
31	01/28/2022	Jordan Matlock (reimb)	Rmbrs EMR Course/Backround check	-401.50
32	01/28/2022	Boyett Petroleum	Fuel	-554.38
33	01/28/2022	Life Assist, Inc.	Collars, O2 supplies, Bandages, Ambu Bags, Lancets, Test Strips	-1,229.20
34	01/28/2022	US Bank	See Cal Card Expenses	-1,543.35
35	01/31/2022	Nevada County	Nevada County Admin Fee	-3,402.00
			Total GF Expenses	**-104,296.51**

NSJ Fire Protection District
General Fund Deposits
January 2022

	Date	Revenue		Amount
1	1/30/2022	Tax Revenue	$	1,820.53
2	1/30/2022	Misc Revenue (Jones Fire Reimbrse)	$	14.73
3	1/30/2022	Strike/Incident Teams	$	112,484.05
		Total General Fund Deposits	$	114,319.31

NSJ Fire Protection District
Cal Card - US Bank Charges Detail Report
November 23 through December 22, 2021

	Date	Name	Memo	Amount
1	11/24/2021	Field Fire	For 6168 (2) Track to hang tools	$ 628.83
2	12/03/2021	Dish Network	Monthly Service Charge	$ 87.63
3	12/08/2021	Tofanelli's	Chief's meeting meal	$ 15.02
4	12/10/2021	Staples	Batteries and Calendars	$ 55.15
5	12/14/2021	GS-JJ.COM	Belt Buckles for Uniforms	$ 522.10
6	12/17/2021	Microsoft 365	Monthly Service Charge	$ 72.00
7	12/17/2021	Microsoft 365	Monthly Service Charge	$ 60.00
8	12/17/2021	Zoom	Monthly Service Charge	$ 14.99
9	12/22/2021	Dish Network	Monthly Service Charge	$ 87.63
			Total paid 01/28/2022	**$ 1,543.35**

6 B ii

Authorize Deputy Chief to be an Authorized Signer

NEVADA COUNTY AUDITOR CONTROLLER'S OFFICE

Please provide the Nevada County Auditor-Controller's office with the following information:

District:	North San Juan Fire Protection District
Location:	North San Juan, CA
Mailing Address:	P.O. Box 299
	North San Juan, CA 95960
Telephone #:	530-292-9159
Main Email Address:	info911@nsjfire.org

District Board Members

NAME & TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS
Samantha Hinrichs	P.O. Box 787	(530) 362-8082
Director	North San Juan, CA 95960	samhinrichs@nsjfire.org
Bruce Boyd	17984 Tyler Foote	(530) 265-5280
Vice-Chair	North San Juan, CA 95960	bruceboyd@nsjfire.org
Rhea Willliamson	PO Box 455	(530) 292-4205
Director	North San Juan, CA 95960	samhinrichs@nsjfire.org
Pat Leach	P.O. Box 924	(530) 292-3133
Treasurer	North San Juan, CA 95960	patleach@nsjfire.org
Tim Tschantz	14618 Tyler Foote Rd.	(530) 478-7744
Chair	Nevada City, CA 95959	timtschantz@nsjfire,org

Signatures of persons authorized to request payments: Signer Added February 22, 2022

NAME & TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS
Tom Browning	23837 Pleasant Valley Rd.	(530) 292-3333
	North San Juan, CA 95960	browningranch76@gmail.com
Signature		
Bruce Boyd, Vice-Chair	17984 Tyler Foote	(530) 265-5280
	North San Juan, CA 95960	bruceboyd@nsjfire.org
Signature		
Pat Leach, Treasurer	P.O. Box 924	(530) 292-3133
	North San Juan, CA 95960	patleach@nsjfire.org
Signature		

The above information is correct and has been approved by the District Board meeting on February 22, 2022.

Chair *Date*

A minimum of two authorized signatures are required on all payment requests.
At least one signature shall be a Board/Commission Member.
The District Board must approve all claims for payment prior to submittal.
Additional documentation as may be required by law or restrictions placed by this office.

When changes occur within your District/Commission, please submit an updated form. The above authorization automatically expires on **January 31** of each year and must be replaced by a new authorization before January 31, to ensure continual processing of payment requests.

7 D

Resolution 2022-01 & Measure Q Rate Increase Discussion

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417
e-mail: info911@nsjfire.org • www.nsjfire.org
Serving Since 1862

Resolution 2022-01

Annual Consideration of Raising the Measure Q Special Tax Rate

WHEREAS, the Board of Directors of the North San Juan Fire Protection District did duly adopt a Special Tax pursuant to the provision of Government Code Section 53978, approved by the voters of the District on June 3, 2014, and

WHEREAS, revenue from the Measure Q special tax is used to fund operating expenses in order to provide local fire protection and emergency medical services, within the District boundaries, and

WHEREAS, the passage of Measure Q authorized the District to levy the special tax rate of $61.50 per tax unit for fiscal year 2014-15, and

WHEREAS, the Measure Q special tax allows for an inflationary adjustment equal to the San Francisco-Oakland-San Jose Consumer Price Index (CPI) or 3%, whichever is lower, and

WHEREAS, the North San Juan Fire Protection District Board of Directors has not considered an increase to the Measure Q Special Tax Rate since its passage in 2014, and

WHEREAS, any proposed modification of the fee must be publicly noticed and placed on the agenda of the North San Juan Fire Protection District Board of Director's regular meeting with an opportunity for public input and discussion, and

WHEREAS, the North San Juan Fire Protection District Board of Directors must ensure the fire department maintains its high level of service while facing increasing costs.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the North San Juan Fire Protection District Board of Directors, at their regular Board Meeting in February of each year, shall consider an increase to the Measure Q Special Tax rate.

PASSED AND ADOPTED as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 22nd day of February 2022, by the following vote:

ATTACHMENTS: Resolution 2014-01

AYES: ____ NOES: ____ ABSTAIN: ___ ABSENT: ___

Tim Tschantz, Board Chair

Heidi Ryan, Board Secretary

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 ✦ Fax: (530) 292-1417 ✦ e-mail: info911@nsjfire.org

Serving Since 1862

Resolution 2014-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH SAN JUAN FIRE PROTECTION DISTRICT ADOPTING INTENDED BALLOT LANGUAGE, AND CALLING AND PROVIDING FOR AN ELECTION TO BE HELD IN SAID DISTRICT ON JUNE 3, 2014 FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS THE QUESTION OF THE ADOPTION OF A SPECIAL FIRE TAX FOR EMERGENCY MEDICAL RESPONSE AND FIRE PROTECTION SERVICES, AND REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING ELECTION SERVICES BY THE NEVADA COUNTY ELECTIONS DEPARTMENT

WHEREAS, The North San Juan Fire Protection District Board of Directors is authorized and charged to provide emergency response and fire protection services; and

WHEREAS, significant increases in fire protection and emergency medical service costs and community needs have occurred since the 1986 passage of the existing special fire tax; and

WHEREAS, the North San Juan Fire Protection District's (hereafter referred to as the District) current funding sources, including the current special fire tax are inadequate to fund the desired level of emergency medical and fire protection services; and

WHEREAS, the Board of the North San Juan Fire Protection District (hereafter referred to as the Board) has identified the need for these services is increasing due to population growth and demographics, possibly affecting critical response time; and

WHEREAS, the Board has determined that it is in the best interests of the District's citizens to ensure the ongoing and long-term fiscal integrity of the District while continuing to provide the appropriate levels of volunteer emergency medical response and fire protection services for the local community; and

WHEREAS, the Board desires to responsibly increase the funds available for fire protection and emergency medical response services by proposing a balloted special fire tax to the local community; and

WHEREAS, the Board has determined that, in light of the increased demands on the District for emergency medical response and fire protection services, to request the support and approval by the voters to impose a new special tax on taxable real property within the District to provide revenues that can be used for the full range of emergency and fire protection response services provided by the District; and

WHEREAS, pursuant to the provisions of Article California Health & Safety Code section 13911 and Government Code sections 50075-50077.5, the Board is authorized to adopt this resolution which shall, subject to the approval of the voters, impose a special property tax which shall be applied against all taxable real property within the District; and

WHEREAS, the Board has also determined that it is in the best interest of the community to seek voter approval, which will require approval by two-thirds voters voting thereon, for the proposed special property tax in order to be able to maintain appropriate emergency medical response services; and

WHEREAS, if approved by the voters, the proposed special fire tax will be used solely for the purpose of maintaining and improving the current level of public safety services within the District, with all funds staying in the local community comprised of the District's boundaries.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH SAN JUAN FIRE PROTECTION DISTRICT AS FOLLOWS:

It is the determination of the District that the following measure be consolidated with the Statewide Direct Primary Election to be held on the 3rd day of June, 2014. The special tax shall not become effective unless approved by two-thirds of the registered voters of the District voting thereon, at which election the issue to be presented to the voters shall be:

> *To fund advanced emergency medical programs and equipment for quicker responses to heart attacks, strokes, car accidents and other emergencies, recruit and retain local volunteer personnel to protect our homes and businesses from fire, provide increased responsiveness to wildland fires, and plan for the District's long term fiscal well-being, shall an annual special tax be authorized at $61.50 per residence equivalent including limitations on cost-of-living adjustments, with all revenue staying in our local community?*

1. Consolidation of Election. An election is hereby called for the purpose of submitting to the qualified voters within the District, the question of the adoption of a special tax for fire protection and prevention. This election shall be consolidated with the June 3, 2014 Statewide Direct Primary Election in Nevada County and with any other applicable election conducted on the same day.

2. Use of Funding. If approved by the voters, the special tax will be used solely for the purpose of supporting and providing fire suppression, prevention, rescue and emergency medical services within the District, and for any responses outside of the District under automatic/mutual aid agreements with other fire suppression or emergency service agencies and for any incidental expenses related to the collection of the tax.

3. Election Services and Canvassing. The District authorizes and directs the Elections Department, at District expense, to provide all necessary election services and to canvass the results of said election.

4. Election Costs. Pursuant to Elections Code Section 10002, the District shall reimburse Nevada County in full for the services performed upon presentation of a bill to the District.

5. Tax Imposed. An annual special tax on each parcel within the North San Juan Fire Protection District is hereby imposed as follows:

Classification of Real Property	Residence Equivalent by Parcel Type (effective July 2014)
Residential	1 residence equivalent for first residence/living unit ($61.50); 0.75 residence equivalent for each subsequent residence/living unit on parcel ($46.12)
Commercial	2 residence equivalents per parcel ($123.00)
Industrial	3 residence equivalents per parcel ($184.50)
Vacant/ Agricultural/ Open Space	0.71 residence equivalent per parcel ($43.66)
Mixed Use - Residential & Commercial	1.6 residence equivalent for combined commercial use and first residence/living unit ($98.40); 0.75 residence equivalent for each subsequent residence/living unit on parcel ($46.12)

6. Inflation Adjustment. The Board of Directors may annually, by resolution passed by a simple majority of the Board, adjust the rate by an amount based upon changes in the San Francisco-Oakland-San Jose, CA Consumer Price Index (CPI) or 3% WHICHEVER IS LESS. The District will consider changes using data provided by the United States Bureau of Labor Statistics, for the preceding calendar year (or, if discontinued, a comparable index), as of December of each succeeding year. Under no circumstances can the cost of living adjustment be put in place without the proposed modification of the fee being publicly noticed and placed on the agenda of the North San Juan Fire Protection District Board of Director's regular meeting with an opportunity for public input and discussion.

7. Tax Rate. The Board of Directors shall determine annually, based on a budget recommended to the Board, whether the basic tax rate shall be revised to reflect changes in charges and costs. If the Board determines that the basic tax rate shall be revised at a rate lower than set forth in Section 5 and 6 hereof, it shall so revise said rate by resolution passed by a simple majority of the Board.

8. Increase of Appropriations Limit. Pursuant to Article VIIIB of the California Constitution, the appropriations limit of the North San Juan Fire Protection District shall be increased in the amount equal to the proceeds of the special tax. The increase in the District's spending limit shall be deemed effective beginning in the 2014-2015 fiscal year.

9. Method of Collection. The special tax imposed by this ballot measure is due from each owner of record of a parcel within the North San Juan Fire Protection District as reflected upon the rolls of the County Assessor at the same time ad valorem tax is due and is to be collected in the same manner. The Nevada County Tax Collector shall collect the tax and any penalty or interest due hereunder. The full amount due under this special tax shall constitute a debt to the North San Juan Fire Protection District.

10. Appeals. Any property owner who is assessed a special tax as provided for herein may appeal any determination by the District concerning the nature of the use of the property or the calculation of the amount of the tax by filing a notice of appeal with the District offices. Any such appeal shall be filed by December 1st of the calendar year for which the tax is levied. The appeal shall be filed on the form provided by the District and shall contain a statement by the property owner as to the nature and basis for the appeal in accordance with the District's appeal procedure.

11. Separate Accounting & Expenditure. The special tax revenues shall be deposited into a separate fund held by the Nevada County Treasurer, in accordance with Government Code Section 50075.1, and shall be expended according to a budget developed annually by the District staff and approved and adopted by the District's Board of Directors.

12. Annual Reporting. The District's chief fiscal officer will cause to be filed an annual report with its Board of Directors no later than January 1, 2015, and at least once a year thereafter. The report shall include the amount of special tax revenues collected and expended, and which shall otherwise comply with the accountability measures established in Government Code Sections 50075.1 et seq.

13. Effective Date. This special tax shall be deemed established and shall be in effect as of the day following the election date of June 3, 2014, upon certification of the election results evidencing approval by at least two-thirds of the participating registered voters, and approved by the Board of Directors of the District. The special tax shall be levied against all taxable real property within the

District beginning with the 2014-2015 fiscal year. If approved by the voters, the special tax shall continue until repealed by the Board of Directors or by the voters.

14. Validation Pursuant to CCP Section 860 et seq. Pursuant to the provisions of Government Code Section 50077.5 any judicial action or proceeding to attack, review, set aside, void or annul this resolution and/or the approval of the subject special property tax and/or increase in the spending limitation pertaining to the special property tax shall be commenced, if at all, within 60 days of the date of the adoption hereof.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of North San Juan Fire Protection District, County of Nevada, held on the 21st day of January, 2014 by the following vote:

AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1

ATTEST:

_____

Ed Beckenbach, Chair
North San Juan Fire Protection District

_____

Melody Veenhof, District Secretary
North San Juan Fire Protection District

EXAMPLES FOR CONSIDERATION OF INCREASING MEASURE Q SPECIAL TAX

Parcel Type	Residence Equivalent (RE) by Parcel Type	2021-22 Tax Rate	1% Increase	Additional Funds Over 5 Years	2% Increase	Additional Funds Over 5 Years	3% Increase	Additional Funds Over 5 Years
Residential	~~ 1 RE for first living unit ~~ 0.75 RE for each additional unit	61.50 46.12	62.12 46.58	3.08 2.31	62.73	6.15 4.61	63.35 47.50	9.22 6.92
Commercial	2 RE per parcel	123.00	124.23	6.15	47.04	12.30	126.69	18.45
Industrial	3 RE per parcel	184.50	186.35	9.22	125.46	18.45	190.04	27.68
Vacant/ Agricultural/ Open Space	0.71 RE per parcel	43.66	44.10	2.18	188.19	4.37	44.97	6.55
Mixed Use - Res & Comm	~~ 1.6 RE for first living unit ~~ 0.75 RE for each additional unit	98.40 46.12	99.38 46.58	4.92 2.31	44.53 100.37	9.84 4.61	101.35 47.50	14.76 6.92

7 F

Board
Organization

Annual Board Organization – Tim Tschantz

- **Selection of Treasurer** – Pat Leach for one more year.
- **Appointment of those Authorized to Sign Warrant Requests** – All Board Members.
- **Appointment of those Authorized to Sign Checks** – All Board Members.
- **Finance Committee Membership** – Pat Leach and Rhea Williamson.
- **Personnel Committee Membership** – Bruce Boyd and Tim Tschantz.
- **Selection of Representative and Alternate to Nevada County Fire Agency** – Pat Leach, Bruce Boyd Alternate.
- **Selection of Board Member Liaison to LAFCo** – Unfilled.
- **Selection of Board Member Liaison to Fire Safe Council** – Pat Leach.
- **Selection of Newsletter Editor** – Unfilled.
- **Selection of Webmaster** – District Secretary.
- **Setting of Regular Board Meeting Dates** – 4th Tuesday of the month. No meetings in August or December.

- Board Chair - Tim Tschantz
- Vice - Chair - Bruce Boyd

8 B

Sick Leave Hour Loan

NORTH SAN JUAN
FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417
e-mail: info911@nsjfire.org • www.nsjfire.org

Serving Since 1862

Date: 2/10/2022

Title: Sick Leave Hour Loan.

Recommendation: Authorize the District Manager to borrow unearned sick leave hours to cover time off for medical leave.

Background: The District Manager earns 1 hour of sick leave for every 30 hours worked. To date, the District Manager will not have sufficient sick hours to cover the anticipated four weeks of medical leave. Loaning the District Manager un-earned sick leave to cover medical leave will allow the District Manager to recover with peace of mind. After the District Manager returns to work, they will pay back the loaned hours through continued employment.

Responsibility: Should the District Manager terminate their employment before earning back their borrowed sick leave hours, they may be required to reimburse the District for any outstanding hours.

Timeframe: Medical leave will last the month of March.

Attachments: None

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

_____ _____
Tim Tschantz, Board Chair Heidi Ryan, Board Secretary

8 C

District Manager of Operations and Personnel Salary Increase

RESOLUTION 2018 - 05

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MANAGER COMPENSATION MERIT STEP SCHEDULE

POSITION	STARTING $/HR	6 MONTH	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
DISTRICT MANAGER(S)	$18.00	$20.00	$22.00	$23.00	$24.25	$25.50	$26.75

STIPULATIONS AND NOTES:

1 All hourly wage and salary increases are subject to District Board approval.
2 Length of service pay increases are subject to District Board review and approval.
3 Merit steps may be modified by the District Board at any time and may be adjusted based on employee performance evaluations.
4 The Board reserves the right to waive increases in wages or salary due to budget constraints or other causes.
5 This compensation schedule applies to all District management and non-safety (non-Departmental) management positions. The schedule may be revised and modified at any time by the District Board.
6 After five years of service, raises will be determined by the District Board factoring in cost of living increases and other factors deemed appropriate.
7 Cost of living pay increases may be added to supplement scheduled compensation steps outlined above.
8 Merit schedules approved and adopted by the Board of Directors of the North San Juan Fire Protection District on June 26, 2018.