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, March 22, 2022, 7:00 PM
AGENDA

To access this Board Meeting by phone:
Dial: 1-669-900-6833/ Meeting ID: 821 1568 4602 / Passcode: 400955

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 March 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 February 22, 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.** February 2022 Statistics 🕮
     - **ii.** Current Department Activity
   - **B.** Treasurer's Report – Pat Leach
   - **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

Action

   - **D.** Resolution 2022-02 Measure Q COLA Adjustment – Pat Leach 🕮
   - **E.** Newsletter Update and Editor Discussion – Rhea Williamson

Action

   - **G.** Award Bid for Generator Replacement – Jason Flores 🕮
   - **H.** Hydrant Committee Update – Tom Browning

8. **NEW BUSINESS**
   - **A.** Community Wildfire Protection Plan (CWPP) – Pat Leach

9. **NEXT MEETING: April 26, 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.

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Draft Minutes
February 22,
2022
Regular Board
Meeting

NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California 95959
P.O. Box 299, North San Juan, CA 95960
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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, February 22, 2022
Draft

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

ABSENT: None

1. **CALL TO ORDER:** Meeting called to order at 7:01 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF February 22, 2022 REGULAR BOARD MEETING AGENDA**
   Bruce Boyd moved to approve the agenda with item 7.A removed, Pat Leach seconded, motion approved with four "Aye's" and one "Abstain".

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

4. **CONSENT CALENDAR:**
   A. **Minutes of November 30, 2021, Regular Board Meeting**

      Rhea Williamson moved to approve the Minutes of January 25, 2022, Pat Leach seconded, motion passed by unanimous vote.

5. **ANNOUNCEMENTS:**
   Pat Leach announced that she has been accepted into a Community Wildfire Mitigation Best Practices class with 50 individuals from across the country and Canada. It is put on by Coalitions and Collaboratives. The focus of the class will be to communicate mitigation best practices to communities. Pat hopes her involvement in this class will benefit both the fire department as well as the Fire Safe Council.

6. **REPORTS**
   A. **Chief's Report – Chief Jason Flores**
      i. **January 2022 Statistics**
         - Chief Flores summarized the call data for January 2022.
         - Discussions continue on how best to track marijuana related incidents to quantify how the industry may or may not be impacting the Department.
         - One additional firefighter will be testing for operating the water tender for their firefighter endorsement.

- Some of the departments larger vehicles have gone in for service. WT 6191 recently have a fuel line repaired.
- Rescue 6134 is having mechanical issues and will likely need to be replaced. According to the recently adopted Apparatus Replacement Plan, Rescue 6134 is slated for replacement this year.
- We have three new firefighter applications.
- SCBA's were delivered today. Fire staff will be creating a tracking and maintenance record file for the new SCBA's.

Pat Leach asked if NSJ Fire is seeing an increase in mutual aid calls to Camptonville. Chief Flores responded that there was one response to Camptonville for the month of January. Chief Flores is still planning to discuss training needs with the Camptonville Fire Chief.

Tim Tschantz asked if there have been more escaped control burns this year as compared to previous years. Chief Flores responded that there does appear to be an increase in control burns (broadcast burns and pile burning), but the department has not experienced an increase in escaped control burns.

Bruce Boyd asked if the Covid Task Force has been disbanded. Chief Flores and Deputy Chief Browning will discuss and report back to the Board at the March Board meeting. Deputy Chief Browning added that we are currently focusing on staying up to date with any changes regarding masking, isolation, and quarantining.

Deputy Chief Tom Browning added that he and Pat Leach attending a meeting on the NSJ Hydrant System. The proposed water holding tank will be near the dump and church on Flume Street. Tom also discussed the possibility of a fire brigade in Ananda.

B. Treasurer's Report – Pat leach

i. Financials- January 2022: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

We are still waiting on payment for two out-of-county/coverage assignments from fire season 2021, Lynn McGarva will summarize the out-of-county/coverage assignment activity once all payments have been received.

Bruce Boyd moved to approve the January 2022 Financials as presented, Samantha Hinrichs seconded, motion passed by unanimous vote.

ii. Authorize Deputy Fire Chief to be an Authorized Signer.

Rhea Williamson noted that the email address listed for Samantha Hinrichs was incorrect and Rhea Williamson's name had a misspelling.

Bruce Boyd moved to approve adding the Deputy Fire Chief, Tom Browning as an authorized signer with the form corrected, Pat Leach seconded, motion passed by unanimous vote.

C. Firefighters Association Report – Chris Rainville

- Account balance is over $13,000.

- Working on a drive-through fundraiser for April, serving chili and cornbread.
- Firefighter Social event on April 30th.
- Working on obtaining a non-profit status.
- Next Meeting is March 16th.

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

The Fire Safe Council is ramping up hiring in preparation for upcoming grants focusing on risk management, mitigation, and defensible space. Contractors on the Ridge specializing in these areas of work should contact the Fire Safe Council for potential job opportunities. North San Juan Fire should rally local grant writers to write grants for shovel ready projects. More details regarding the upcoming grants will be presented when they are available.

There are two communities on the Ridge still waiting for FireWise Certification.

E. NCFA Report – Pat Leach.

The Nevada County Fire Authority is working on developing a replacement fund for radio equipment in the vaults. The group will also be discussing the air compressor and eventual replacement of that system.

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 contact CAL FIRE regarding prescribed fire workshops. Samantha Hinrichs attended a recent prescribed fire workshop put on by CAL FIRE and relayed that it was an excellent opportunity.

Rhea Williamson asked to work on updating our "Please be Fire Ready" flyer and District specific ZoneHaven maps now so we can have those ready to distribute early in fire season.

Tom Browning added that Mary Eldridge (CAL FIRE PIO) has offered to provide relevant brochures and hand outs and will ensure distribution locations are stocked.

Boyd Johnson suggested adding an article to the newsletter giving readers an overview of what to expect during a large wildfire: response timeframe, operational overview, etc.

C. Landscaping at Station 3 – Tom Browning

Tom Browning has met with Nyema of Mountain Woman Landscape and is formalizing a written contract. With a budget of $2,500, Nyema's focus will be the irrigation system, and making station 3 an exemplary example of fire safe landscaping. Nyema will work at station 3 once a month. In addition to her ongoing costs, and to increase the defensible space at station 3, Nyema will replace plants along Tyler Foote with bulbs, and replace bark mulch with decomposed granite. Onetime costs for these changes are anticipated to be between $1,000-$1,500.

D. Resolution 2022-01 & Measure Q Rate Increase Discussion – Pat Leach

Resolution 2022-01 formalizes that the Board will consider applying a pre-approved COLA to Measure Q annually in February. Tom Browning suggested that the Finance Committee discuss applying a COLA at their January meeting, then recommend action to the Board at the February Board meeting.

Bruce Boyd moved to approve Resolution 2022-01, Samantha Hinrichs 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: 5 Noes: 0 Abstain: 0 Absent: 0

Pat Leach presented data on what applying a COLA of 3% to Measure Q would equate to. The Board will be asked to approve applying a COLA of 3% at the March Board meeting.

E. Newsletter Update – Rhea Williamson

Rhea Williamson announced that two firefighters have offered to help coordinate the Newsletter: Melanya Gonshorowski and Sambhava Burke. The new anticipated distribution date of the newsletter is March 2. Rhea asked the Board and Chief officers to assist by suppling requested content as soon as possible.

8. NEW BUSINESS

A. Board Goals – Tim Tschantz

No new goals presented

B. Sick Leave Hour Loan – Heidi Ryan

Rhea Williamson asked to have the authorization amended so the language clearly states that this sick leave loan is only for this specific medical leave and does not set precedent. The amended authorization will read, *"Recommendation: Authorize the District Manager to borrow unearned sick leave hours to cover time off for medical leave beginning March 1st with a duration of 4-6 weeks."* Rhea also noted that the Personnel Committee could work on formalizing a program like this if the Board was interested in doing so.

Bruce Boyd moved to approve the amended authorization, Pat Leach seconded, motion passed by unanimous vote.

C. District Manager of Operations and Personal Salary Increase – Tim Tschantz

The District Manager of Operations 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 Operations and Personnel retroactive to October 6, 2021, Pat Leach seconded, motion passed by unanimous vote.

D. CLOSED SESSION; Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluation: Fire Chief

E. Report on Closed Session
The Board provided an evaluation on the Fire Chief and are very pleased. No action was taken.

9. NEXT MEETING: March 22, 2022, time, and location to be determined.

10. ADJOURNMENT: Meeting adjourned at 9:31 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

6 A i

February 2022
Statistics

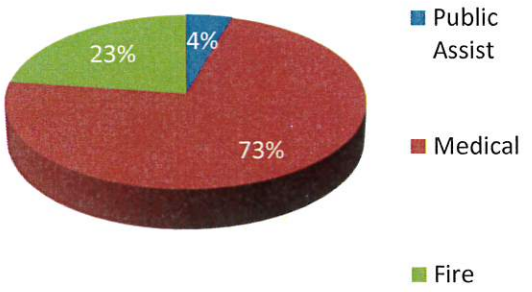
NSJFPD INCIDENT RESPONSE DETAIL - February 2022

Date	ER Type	Location	Mins.	# FFS	Notes	OD	Response Time
2/2	FW	High St (003519)	52	6	Fire out on arrival		10
2/3	MA	S. Yuba (003579)	12	2	Canceled		
2/4	MA	School St. (003635)	34	3	SNMH Transported		11
2/4	MA	Pleasant Valley (003672)	54	2	Medic 44 Transported		16
2/6	MA	School St. (003856)	39	3	SNMH Transported		8
2/7	DSC	Highway 49 (004025)	21	2	False Alarm		14
2/9	MA	Pleasant Valley (004116)	44	1	UTL		30
2/9	MA	Highway 49 (004164)	123	2	SNMH Transported		16
2/10	MA	Badger Hill (004209)	56	2	Canceled		
2/11	MA	Jennet (004287)	69	4	SNMH Transported		36
2/14	MA	Purdon (004618)	53	2	Patient Contact		12
2/14	MA	Sunrise (004665)	46	1	SNMH Transported		19
2/14	FS	Deerhaven (004675) WT 91				*	145
2/24	MA	Tyler Foote (004754)	41	2	SNMH Transported		9
2/17	MA	Trails End (004942)	21	2	Patient Contact		8
2/18	PA	Robinson (005076)	16	3	Public Assist		6
2/19	DSC	Badger Hill (005139)	13	4	False Alarm		
2/19	MA	McNab Cypress (005151	16	7	Canceled		
2/20	MA	Moonshine (005302)	28	5	Patient Contact	*	20
2/21	MA	Alleghany Rd (005391)	54	2	Bi-County Transport	*	22
2/22	MA	Old Road (005549)	65	3	no patient contact		38
2/24	MA	School St. (005703)	39	3	SNMH Transported		10
2/24	DSC	Sweetland Rd. (005760)	24	3	False Alarm		18
2/25	MA	Old Road (005798)	46	3	SNMH Transported		16
2/28	MA	Heesche (006116)	7	1	Canceled		

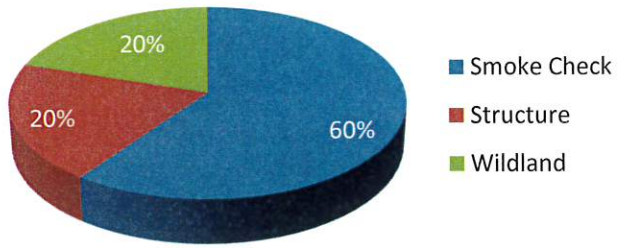
Total Calls:	**25**
Total Man Hours:	**44.13**
Average FF/Call:	**2.7**

North San Juan Fire Department
Call Details
February 2022

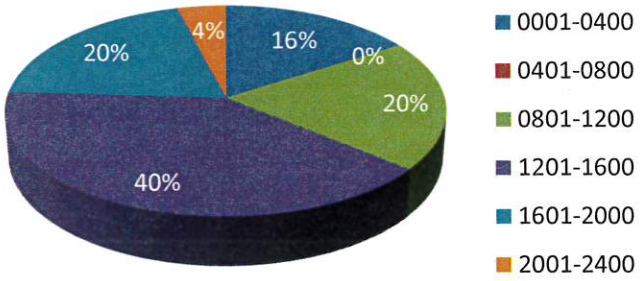
Call Type



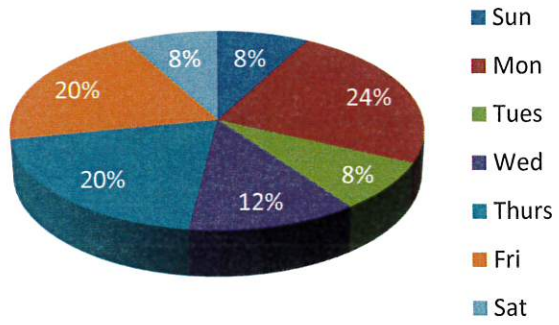
Fire Type



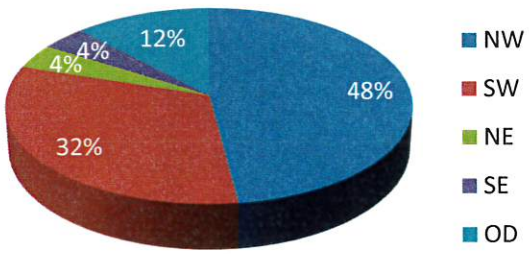
Time of Day

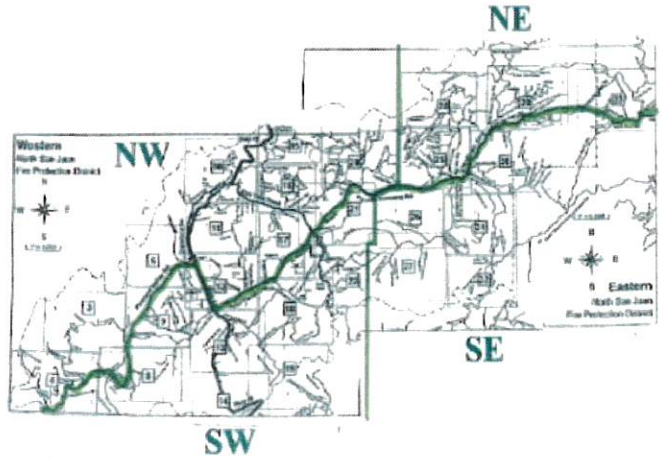


Day of Week



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	19											**36**
Vehicle Accident	1												**1**
Fire - Structure	1	1											**2**
Fire - Wildland		1											**1**
Fire - Structure/Wildland	1												**1**
Fire - Vehicle	1												**1**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check		3											**3**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard													**0**
Public Assist	2	1											**3**
Other													**0**
Totals:	**23**	**25**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48**

Previous Years Summary				
2022	**2021**	**2020**	**2019**	**2018**
36	215	188	189	207
1	69	44	50	40
2	22	8	7	8
1	31	23	9	21
1	0	0	0	0
1	7	6	13	1
0	0	0	1	2
3	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
3	15	10	13	18
0	4	5	5	3
48	**415**	**330**	**347**	**347**

2022 Monthly Totals:	**23**	**25**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**48**
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											**8**
Special Training	1	1											**2**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**5**	**5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 Monthly Totals:	1	3											3
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**

7 D

Resolution
2022-02
Measure Q
COLA
Adjustment

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
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Serving Since 1862

Resolution 2022-02

RESOLUTION TO APPLY A COLA TO SPECIAL TAX MEASURE Q FOR FY 2022-23

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, The North San Juan Fire Protection District has entered into a Standard Form Tax Collection Services contract with the County of Nevada dated July 8th, 1996; and

WHEREAS, the Board of Directors of the North San Juan Fire Protection District has passed and adopted Resolution #2014-06, of said District, which provides for the collection of a Special Tax on each taxable entity as defined in Section I of Resolution #2014-06, and to be collected by the Tax Collector of the County of Nevada for FY 2022-23 to meet the emergency medical response and fire protection costs for the North San Juan Fire Protection District community; and

WHEREAS, the taxes on each parcel shall be billed on the secured tax roll bills for FY 2022-23; 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. The current CPI for San Francisco-Oakland-San Jose is 4.2%; and

WHEREAS, applying a 3% COLA to Measure Q would equate to the following changes per parcel type: Primary Residential – from $61.50 to $63.35; Additional Dwellings – from $46.12 to $47.5; Commercial – from $123 to $126.69; Industrial – from $184.5 to $190.04; Vacant/Agricultural/Open Space- from $43.66 to $44.97; Mixed Use (Residential and Commercial) Primary – from $98.40 to $101.35; Mixed Use (Residential and Commercial) Additional Units – from $46.12 to $47.50.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the North San Juan Fire Protection District Board of Directors does hereby approve applying a 3% COLA to Measure Q effective FY 2022-23.

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 March, 2022, by the following vote:

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

Tim Tschantz, Board Chair

Heidi Ryan, Board Secretary

7 G

Award Bid for Generator Replacement

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: 3/15/2022

Title: Bid Award.

Recommendation: Award bid for the purchase of a new back-up generator at Station 3.

As directed in the Purchasing Policy, section 2307.3 of the Districts Organizational Manual, purchases between $2,000 - $25,000 require at least two documented written quotes (if possible to obtain) be presented to Board for approval before expenditure occurs.

Background: The Board approved going to bid for a new back-up generator at Station 3 at the January 25, 2022 Regular Board meeting. NSJ Fire Chief Officers and staff have contacted two local companies and placed an announcement on our website that we are accepting bids for a new generator.

Quotes Received:
1) Empire Energy Construction, $19,803.79
2) Virgil's Electric, $22,404.60

Bid Award Vendor Name: _____.

Attachments: Quotes from Empire Energy and Virgil's Electric

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

ATTEST:

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

EMPIRE ENERGY CONSTRUCTION
LICENSE 1052127
578 SUTTON WAY #510
GRASS VALLEY CA 95945
(530) 272-5462

QUOTE

DATE	ESTIMATE#
2/18/2022	6016

NAME/ADDRESS
NORTH SAN JUAN FIRE

PROJECT

DESCRIPTION	QTY	RATE	TOTAL
GENERATOR, KOHLER, LIQUID COOLED, 1PH, 120/240, 60Hz 24 KW 1PH		13,934.34	13,934.34T
FREIGHT, INBOUND [ESTIMATED]		500.00	500.00
REPLACEMENT OF 20 KW AIR COOLED, INSTALLATION AND SETUP OF NEW 24 KW KOHLER GENSET *CONTINGENT ON AVAILABILITY OF REDUCED SETBACK MODEL*			4,300.00

SUBTOTAL	**$18,734.34**
SALES TAX (7.5%)	$1,069.45
TOTAL	$19,803.79

QUOTE

Virgil's Electric
10755 Rock Hill Road
Rough and Ready, CA 95975
530-432-3963
530-615-8137

CUSTOMER	JOB SITE
NAME North San Juan Fire	
ADDRESS	
CITY, STATE, ZIP	

TERMS	DATE
30 days	3/10/22

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	24 Kw 1ph 120/240 60 Hz		14,545 00
	Kohler Generator		
	Reduced Setback Model		
	Other installation material		1200 00
	Labor: To replace AirCooled 20Kw		3100 00
	Installation and setup of Kohler		
	24Kw Generator on the same Pad		
	Cal-Solar: Estimate		1200 00
	To calibrate Solar		
	Start-up for Factory Warranty		500 00
	Lead time depending on when		
	ordered		
	Permits not included		
	Freight (Estimated)		600 00

Customer Signature _____

Total Materials	15,745 00
Total Labor	4,800 00
Tax	1,259 60
TOTAL	22,404 00