

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.nsifire.org

info911@nsifire.org

BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, January 25, 2021

Final – Adopted February 22, 2022

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 Leach 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. NCFR 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