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, May 24, 2022, 7:00 PM
AGENDA

To access this Board Meeting by phone:
Dial: 1-669-900-6833/ Meeting ID:845 5164 2538 / Passcode: 119865

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 May 24, 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 April 26, 2022 Regular Board Meeting 🕮
   - **B.** Correspondence From Catherine Rice to IRS🕮

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.** April 2022 Statistics 🕮
     - **ii.** Current Department Activity
   - **B.** Treasurer's Report – Pat Leach

Action

     - **i.** Financials- April 2022🕮
     - **ii** FY 2021/22 Budget vs. Actuals through May 9th, 2022 and Review of Preliminary Budget 2022-23
   - **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, Resolution 2022-04 – Jason Flores 🕮
   - **B.** "Preparing for Large Fires" Discussion – Tim Tschantz
     - **i.** Prescribed Fire Burn Class – Tom Browning
   - **C.** Hydrant Committee Update – Tom Browning

8. **NEW BUSINESS**

Action

   - **A.** Authorizing OES Compensation, Resolution 2022-05 – Jason Flores 🕮

9. **NEXT MEETING: May 24, 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
April 26, 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
Phone (530) 292-9159 Fax (530) 292-1417
www.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, April 26, 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 7:00 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF April 26, 2022 REGULAR BOARD MEETING AGENDA**
   Bruce Boyd moved to approve the agenda with item 7.A removed, Samantha Hinrichs seconded, motion passed by unanimous vote.

3. **PUBLIC COMMENT:**
   None.

4. **CONSENT CALENDAR:**
   A. **Minutes of February 22, 2022, Regular Board Meeting**
   B. **Correspondence From IRS**
   C. **Correspondence From Nevada County**

   Boyd Johnson asked to have item 4.B removed for discussion.

   Samantha Hinrichs moved to approve the Consent Calendar with item 4.B removed for discussion, Bruce Boyd seconded, motion passed by unanimous vote.

   Discussion of Item 4.B
   Boyd Johnson asked why his recent letter to the Board was not included in Correspondence. Heidi Ryan responded that Boy's letter was a public records request, which are handled by office staff. Bruce Boyd asked Boyd Johnson if he could keep his comments relevant to item 4.B.

   Bruce Boyd moved to approve item 4.B, Samantha Hinrichs seconded, motion passed by unanimous vote.

5. **ANNOUNCEMENTS:**
   Tim Tshantz announced that he was informed a Nevada County Fire Chief stated that the

Ridge is the safest place to live in the County because people on the Ridge are very proactive.

6. REPORTS

A. Chief's Report – Deputy Chief Tom Browning

i. April 2022 Statistics

- Fire activity is above average in Northern California.
- There is more grass in Northern California than Southern California, which means, for this fire season, there is a greater potential for large fires in Northern California after the grass cures, as opposed to Southern California.
- Monsoonal moisture is anticipated for July and August. This will likely bring moisture to Southern California and possibly dry lightning to Northern California.
- Most areas in Northern California are in extreme or severe drought. This increases the likelihood of large timber fires.
- South Yuba Coalition has added three satellite phone boxes at local river crossings.
- Battalion Chief Angel Flores updated the Board on the itinerary of the Open House she has organized for Saturday, May 21st.

Tom Browning provided a follow-up on fires in wood chip fires. After conferring with experts in fire investigation, he relayed that wood chip piles can generate heat and could smolder but are unable to spontaneously combust. If grass is mixed in with the wood chips, that could increase the likelihood of spontaneous combustion.

Tom Browning also relayed that the Western Nevada County Fire Chiefs Association will be meeting with Air Quality Control about putting the onus of responding to smoke check calls on them as opposed to local fire departments.

B. Treasurer's Report – Pat leach

Lynn McGarva presented the financial reports for February and March 2022. Board members expressed their appreciation for the breakdown of deposit activity, specifically deposits related to out of county fire assignments.

Bruce Boyd moved to approve the expenditures for February and March 2022 as presented, Rhea Williamson seconded, motion passed by unanimous vote.

C. Firefighters Association Report – Chris Rainville

Chris Rainville announced that the Firefighter Association had a net profit of roughly $2500 from the drive-through Yaki-Soba fundraiser. Additionally, the Association is putting on a firefighter appreciation lunch on May 15, from 11-3. All Board members and recently retired firefighters will be invited as well. The next Association meeting will be May 18th.

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

Pat Leach will be querying the local FireWise community to get their concerns for possible additions to the Community Wildfire Protection Plan.

E. NCFA Report – Pat Leach.

The next meeting is in May.

7. OLD BUSINESS

A. Water Storage Committee Update- Bruce Boyd
Removed from Agenda.

B. "Preparing for Large Fires" – Tim Tschantz
Tom Browning announced that North San Juan Fire Protection District will be hosting a prescribed fire class at Station 1, May 14. The class includes a "live fire" portion that likely will not happen until the Fall.

Rhea Williamson shared that the Yuba Bear Burn Institute is showcasing their gear trailer this Saturday, from 10-12, at Condon Park. This the trailer that they make available for residents to borrow.

E. Newsletter Update and Editor Discussion – Rhea Williamson
Rhea Williamson commended Sambhava Burke and Melanya Gonshorowski for their work on the newsletter. We have gotten great feedback on the newsletter. For future newsletters it could be helpful to include a section on Board matters.

H. Hydrant Committee Update – Tom Browning
Tom Browning relayed that the NSJ hydrant project is roughly $100,000 short, but the County of Nevada has assured the Committee that they will help ensure the project is funded. The site survey for the tank has been completed, talks continue regarding system maintenance after the project is completed. Rhea Williamson suggested involving the North San Juan Business Association in project communications/development.

8. NEW BUSINESS

A. Resolution Calling for General Election (2022-03) – Tim Tschantz
Three Board Members are up for reelection this year: Tim Tschantz, Bruce Boyd, and Samantha Hinrichs. This resolution is needed for Nevada County Elections to get the three candidates on the ballot for the November 8 election.

Bruce Boyd moved to approve Resolution 2022-03, Rhea Williamson 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

9. NEXT MEETING: May 24, 2022, 7:00 PM.
10. ADJOURNMENT: Meeting adjourned at 8:21 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

4B

Correspondence From Catherine Rice to IRS

Rice Business Solutions
14618 Tyler Foote Rd., Suite #144
Nevada City, Ca. 95959
(530) 292-3165/ Fax (530) 292-3130
ricebiz1@gmail.com

April 22,2022

Department of the Treasury
Internal Revenue Service
Ogden, Utah 84201-0038

Re: North San Juan Fire Protection
EIN #68-0335204
Tax Period: 2019 Q4 through 2020 Q4
Tax Form: 941

Attn: Melissa S. Hart

Dear Ms. Hart,

Per our phone conversation dated April 5th, 2022, I am responding to your request for additional information regarding the transition time prior to and directly after the passing of Mr. Corris. I also wanted to share more specifically who the NSJ Fire Protection District is.

As I stated in prior communication, I do not believe the NSJ Fire Protection board was aware of Mr. Corris' health condition. His passing was sudden and a surprise. I suspect he struggled in the months prior to his passing. I say this based on issues I was seeing with E.D.D. notices and how the payments were being applied to incorrect quarters.

The NSJ Fire Protection District is a small rural volunteer fire department. The office staff consisted of Mr. Corris, a district secretary and the fire chief. Unfortunately, at the time Mr. Corris passed, the secretary position changed too. This did not help in the transfer of information. When I was contacted to assist with payroll, I was unable to access the QuickBooks data file because we had issues with the password. I had to literally contact Intuit in order to gain access. In the meantime, I started a new data file at my office and focused on making sure the small staff and paid volunteers were paid on a timely basis. It took a long time to access the past information. There was a steep learning curve for myself, and the two new district office staff employees.

The monthly payroll is a stipend to the chief and the two part-time office staff. During the first few months of my involvement, it did not appear that the payroll was that large and I was under the understanding that they were a monthly depositor. As soon as I discovered that this was not the case, I immediately stepped forward with semi-weekly payments.

As I mentioned in our call, the funds to support our local fire department is so vital. We are located in the Sierra Foothills where wild fires are a constant threat. Any resources saved, is a significant support to the work we do. We ask for abatement of the penalties assessed.

Sincerely,

Catherine Rice EA

Catherine Rice, EA
Rice Business Solutions

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April 2022
Statistics

NSJFPD INCIDENT RESPONSE DETAIL - April 2022

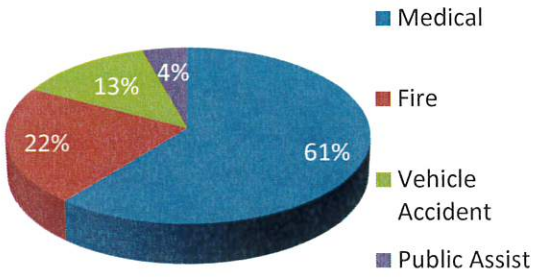
Date	Type	Location	Minutes	Responders	Notes	Out of District Responses	Response Time
4/1	MA	Edwards Crossing (008947)	21	3	Canceled		
4/3	MA	Byron (009141)	56	2	SNMH Transport		10
4/4	MA	Blind Shady (009166)	63	2	Patient Contact		14
4/6	MA	Sweetland (009351)	47	1	SNMH Transport		12
4/6	FV	Tyler Foote (009392)	18	1	UTL		
4/7	VA	Tyler Foote (009483)	79	7	Patient Contact		
4/9	VA	Hwy 49 (009648)	52	5	Bi-County Transport	*	21
4/10	MA	Reservoir (009752)	62	2	SNMH Transport		47
4/11	MA	Lima Court (009765)	49	1	SNMH Transport		15
4/13	MA	Tyler Foote (009959)	17	2	UTL		17
4/13	MA	Black Sands (009966)	61	2	Patient Contact		21
4/13	MA	Oak Tree (009973)	68	4	SNMH Transport		12
4/13	FS	Mackey (010018)	25	4	Canceled	*	
4/18	FV	Lake City (010429)	56	3	Fire out on Arrival		22
4/19	MA	Sweetland (010467)	45	2	SNMH Transport		18
4/19	PA	Blind Shady (10481)	26	3	Lift Assist		11
4/22	MA	Tyler Foote (010715)	28	2	Canceled		
4/22	MA	Tyler Foote (010762)	45	1	SNMH Transport		7
4/26	VA	Cruzon (011044)	114	5	Patient Contact		15
4/28	MA	Hwy 49 (011209)	58	3	SNMH Transport		17
4/30	DSC	Tyler Foote (011384)	63	3	Fire out on Arrival		15
4/30	FW	Relief Hill (011413)	348	6	Hose lay/mop up	*	252
4/30	MA	Cruzon (011451)	49	4	SNMH Transport		

Total Calls:	**23**
Total Man Hours:	**92.23**
Average FF/Call:	**3.0**

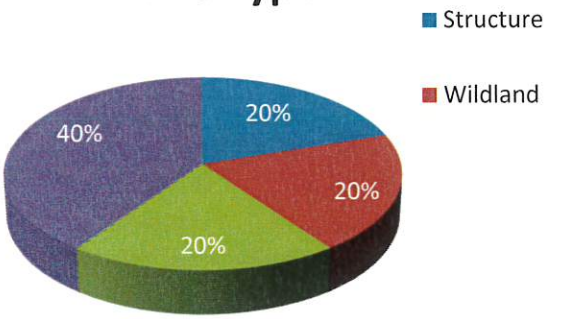
avg response time 10 (15)

North San Juan Fire Department
Call Details
April 2022

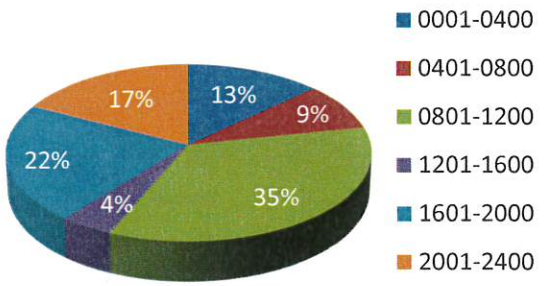
Call Type



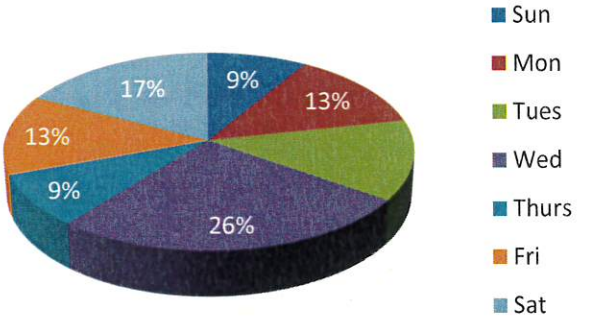
Fire Type



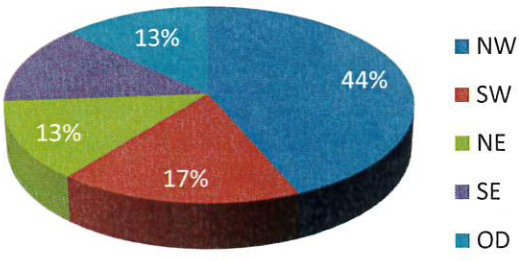
Time of Day

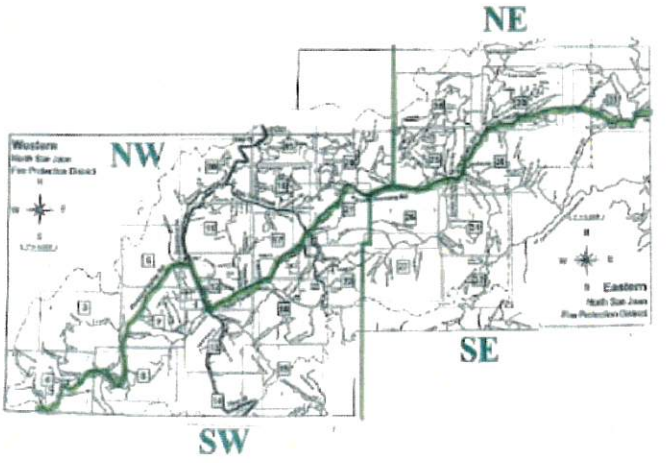


Day of Week

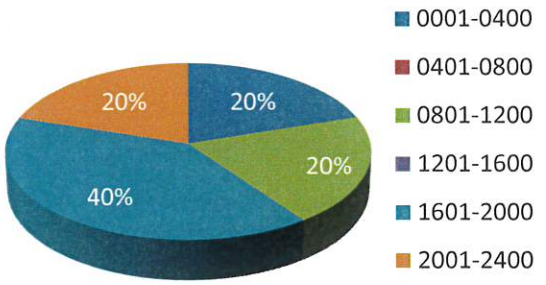


District Area

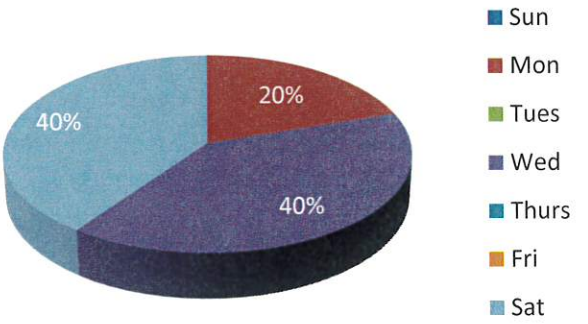




Fire: Time of Day



Fire: Day of Week



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	12	14									**62**
Vehicle Accident	1		6	3									**10**
Fire - Structure	1	1	1	1									**4**
Fire - Wildland		1	6	1									**8**
Fire - Structure/Wildland	1												**1**
Fire - Vehicle	1			2									**3**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check		3	1	1									**5**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard													**0**
Public Assist	2	1	2	1									**6**
Other			1										**1**
Totals:	**23**	**25**	**29**	**23**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100**

Previous Years Summary				
2022	**2021**	**2020**	**2019**	**2018**
62	215	188	189	207
10	69	44	50	40
4	22	8	7	8
8	31	23	9	21
1	0	0	0	0
3	7	6	13	1
0	0	0	1	2
5	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
6	15	10	13	18
1	4	5	5	3
100	**415**	**330**	**347**	**347**

2022 Monthly Totals:	**23**	**25**	**29**	**23**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**100**
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	5	4									**17**
Special Training	1	1	1	2									**5**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**5**	**5**	**6**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 Monthly Totals:	1	3	5	3									11
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**

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Financial Reports
April 2022

NSJ Fire Protection District

Funds Summary

Period Ending 04/30/2022

			April 30, 2022
Current Assets			
(Petty Cash)	Tri-Counties Bank	$	400.00
	General Fund	$	739,832.27
	Mitigation Fund	$	20,080.32
	Measure Q Fund	$	186,597.10
	Total Checking/Savings	$	946,909.69
	Total Current Assets	$	946,909.69

	6720 General Fund	6777 Mitigation Fund	6717 Measure Q
Beginning Bal	$ 800,496.05	$ 20,080.32	$ 143,347.40
Revenue	$ 361,735.49		$ 43,249.70
Expenditure	$ 422,399.27		
Balance	$ 739,832.27	$ 20,080.32	$ 186,597.10

Ending Balance April 30, 2022	$ 739,832.27	$ 20,080.32	$ 186,597.10

Notes

Tri Counties: $0.00 Transactions

General Fund: Revenue and Expenditures enclosed.

Mitigation AB1600: $0.00 Transactions

Measure Q : $43,249.70 Assessments
There were no expenditures

NSJ Fire Protection District
General Fund Expenses
April 2022

	Date	Name	Memo	Amount
1	04/06/2022	Boyett Petroleum	Fuel	-1,581.81
2	04/06/2022	49er Communications	Charger, Mounts, Mikes, and Rad	-907.90
3	04/06/2022	Boyett Petroleum	Fuel	-1,037.54
4	04/06/2022	Hennig's Automotive Repair	Remove Replace Leaf Springs	-1,316.53
5	04/06/2022	Nevada County Consolidated	4 FF's 1B State Fire Certification Training Fee	-1,000.00
6	04/06/2022	PG&E	Electricity	-6.58
7	04/06/2022	Grass Valley Air Conditioning, Inc.	Filters	-48.00
8	04/06/2022	ITSAFBP (Absolute Communications)	Repair Line / Bad Module (Communication/Broadband)	-95.00
9	04/06/2022	Sierra Family Medical Clinic	FF Required tests/Vaccines	-115.00
10	04/06/2022	Lester Enterprises, Inc.	Welding of Fender	-140.00
11	04/06/2022	Fire Districts Assn of California	Life Insurance Premium	-149.65
12	04/06/2022	Colantuono, Highsmith & Whatley,	General Counsel	-160.00
13	04/06/2022	Rice Business Solutions	Payroll & Tax Processing	-168.75
14	04/06/2022	AT&T CALNET 3	Telephone Service	-208.48
15	04/06/2022	Hennig's Automotive Repair	Replace Solenoids 6130	-350.56
16	04/06/2022	Northern Sierra Propane	Propane	-378.85
17	04/06/2022	ACC Business	Broadband Service	-473.80
18	04/06/2022	Empire Energy, Inc	Generator Repair	-739.43
19	04/06/2022	Postmaster - North San Juan	Box Rent	-160.00
20	04/06/2022	FF Fites-Kaufman, Casey (reim)	Dump Fees	-15.53
21	04/06/2022	Hills Flat Lumber	Bolts, Washers, & Nuts	-15.75
22	04/08/2022	Gold Country Copier,Inc.	Copier Agreement	-42.37
23	04/08/2022	FF Scott, William S. (reim)	Travel for Training/Classes	-66.60
24	04/08/2022	Sierra Family Medical Clinic	FF Required Medical	-92.00
25	04/08/2022	Postmaster - North San Juan	Reimbrs Bulk Postage Permit	-150.00
26	04/08/2022	FF Flores, Angela (reim)	CPR/AED Trainer/Teacher	-240.00
27	04/08/2022	US Bank	See Cal Card List	-1,565.56
28	04/08/2022	Life Assist, Inc.	Gloves, Splints, Sodium Chloride, Lubricating Jelly	-692.21
29	04/08/2022	Nevada County Consolidated	4 FF's 1B State Fire Certification Training Fee	-1,000.00
30	04/08/2022	Palmer Enterprises	Water Tinder Repairs	-1,268.98
31	04/08/2022	Nevada County Fire Agency	2021/2022 Assessed Value Radio/Comm Maintnce Air Station Maintenance	-1,592.44
32	04/08/2022	sierra Office Systems (APi Marketin	Newsletter	-2,578.47
33	04/08/2022	CAL FIRE	2nd Quarter (Oct - Dec) Actual Services in Accordance with Co-op Agreement	-3,124.59
34	04/08/2022	FASIS	Work Comp 4th Qtr Estimate 2021-2022	-7,793.00
35	04/08/2022	FASIS	True Up / Audit Adjustment Work Comp 2020-2021	-29,757.00
36	04/08/2022	Allstar Fire Equipment	18 Complete SCBA's 20 Additional Carbon Cylinders	-116,999.47
37	04/08/2022	Payroll/Admin/Strike Team/Cover	Paid Call / KNP	-178,083.54
38	04/27/2022	Verizon Wireless	Tablets Service Charge	-60.86
39	04/27/2022	Wind, Rachel	Cleaning Station I 3/14 & 4/11	-75.00
40	04/27/2022	PG&E	Electric	-106.40
41	04/27/2022	FDAC	Accident & Life Ins	-149.65
42	04/27/2022	House of Print & Copy	Chief, Batallion Chief's Business	-164.82

NSJ Fire Protection District
General Fund Expenses
April 2022

	Date	Name	Memo	Amount
43	04/27/2022	AT&T CALNET 3	Telephone	-208.72
44	04/27/2022	Triple M Towing	Wench Out 6134	-300.00
45	04/27/2022	Boyett Petroleum	Fuel	-599.38
46	04/27/2022	ESO	INFERS Contract	-956.34
47	04/27/2022	FF Scott, William S. (reim)	Reimbrs Training Classes	-1,306.91
48	04/27/2022	49er Communications	Radio Repairs	-1,445.00
49	04/27/2022	49er Communications	Dash Mount Radio	-3,170.85
50	04/27/2022	Palmer Enterprises	6186 New Battery & Service	-1,979.80
51	04/27/2022	EDD	State Payroll Taxes	-8,632.67
52	04/27/2022	Internal Revenue Service	Federal Payroll Taxes	-48,627.48
53	04/27/2022	SSV EMS Agency		-500.00
			Total Expenditures	$ (422,399.27)

NSJ Fire Protection District
Deposit Detail
April 2022

	Name	Account	Amount
		Tax	
	NC	40010 · Current Secured Tax	-60,282.95
TOTAL			-60,282.95
		Tax	
	NC	40030 · Current Unsecured Tax	-38.13
TOTAL			-38.13
		Tax	
	NC	40040 · Prior Unsecured Tax	-0.22
TOTAL			-0.22
		Tax	
	NC	40180 · Supplemental Unsecured Tax	-25.98
TOTAL			-25.98
		Tax	
	NC	40280 · Supplemental Prior Unsecured	-0.50
TOTAL			-0.50
		Tax	
	NC	44190 · Homeowner Exemption	-442.61
TOTAL			-442.61
		Tax	
	NC	40310 · Special Assessments	-17,615.40
TOTAL			-17,615.40
		August Cal Fire Cover	
		46110.1 · Strike Team Personnel	-120,153.75
		46110.5 · Strike Team Engine	-66,264.00
TOTAL			-186,417.75
		September Cal Fire Cover	
		46110.5 · Strike Team Engine	-34,980.00
		46110.1 · Strike Team Personnel	-57,836.25
TOTAL			-92,816.25

NSJ Fire Protection District
Deposit Detail
April 2022

	Name	Account	Amount
		Nielsen	
		46180 · Donations	-75.00
TOTAL			-75.00
		Tax	
	NC	44960 · Prop 172 Public Safety	-4,020.70
TOTAL			-4,020.70
		Total Deposits	**-361,735.49**

NSJ Fire Protection District
Cal Card / US Bank List Report
January 24 through April 8, 2022

Date	Name	Memo	Amount
01/28/2022	Fire Safety USA	Accountability Tags	246.85
01/28/2022	BBWW Store	Belts/Buckles	-85.72
01/31/2022	Dish Network	Monthly Service Charge	87.63
02/01/2022	Tofanelli's	Deputy Chief & Fire Chief "Chief's Meeting" meals	36.33
02/11/2022	Staples	Pallet Wrap	59.11
02/11/2022	Microsoft 365	Microsoft 365 Licensing Monthly Charge	132.00
02/20/2022	Zoom	Monthly Service Charge	14.99
03/16/2022	American Red Cross	AED/CPR Train	300.00
03/16/2022	Tofanelli's	Chief's Meeting Meal	18.19
03/16/2022	Staples	TP, Trash Bags	174.10
03/16/2022	Dish Network	Monthly Service Charge	92.63
03/16/2022	Verizon Wireless	Tablet Monthly Service	60.86
03/16/2022	Microsoft 365	Montlly License Fee	164.52
03/16/2022	GoDaddy	Annual Website Charge	49.15
03/20/2022	Zoom	Monthly Service Charge	14.99
03/20/2022	Staples	Center Pull Paper Towels for Training Room	199.93
			1,565.56

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FY 2021-22 Budget vs. Actuals & 2022-23 Preliminary Budget Review

NSJ Fire Protection District

UNAUDITED ACTUALS 2021-2022

PROPOSED PRELINARY BUDGET 2022-2023

July 1, 2021 through May 11, 2022

	Actuals vs Budget 2021-2022 thru May 4, 2022					BUDGET 2022 - 2023			
	6717 Measure Q	6720 General Fund	GF Budget	%	6777 AB1600	6717 Measure Q	6720 General Fund	6777 AB1600	TOTAL
Ordinary Income/Expense									
Income									
40000 · Tax Revenue	59,468.34	189,366.06	187,040.00	101.24%	0.00	110,500.00	257,340.00	0.00	367,840.00
43000 · Inter-Governmental	0.00	52,456.95	130,000.00	40.35%	0.00	0.00	43,000.00	0.00	43,000.00
46100 · Miscellaneous Revenue	0.00	1,249,740.87	273,719.00	456.58%	0.00	0.00	70,600.00	0.00	70,600.00
Total Income	59,468.34	1,491,563.88	590,759.00	252.48%	0.00	110,500.00	370,940.00	0.00	481,440.00
Cost of Goods Sold									
50000 · Cost of Goods Sold	0.00	172.01	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Total COGS	0.00	172.01	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Gross Profit	59,468.34	1,491,391.87	590,759.00	252.45%	0.00	110,500.00	370,940.00	0.00	481,440.00
Expense									
56000 · Capital Expenses	0.00	200.00	103,146.00	0.19%	0.00	19,890.00	0.00	0.00	19,890.00
60000 · Advertising and Promotion	0.00	457.78	1,000.00	45.78%	0.00	0.00	500.00	0.00	500.00
61110 · Employer Tax Expense	0.00	79,068.16	25,000.00	316.27%	0.00	0.00	25,000.00	0.00	25,000.00
61120 · Stipend to Chief	0.00	18,000.00	21,600.00	83.33%	0.00	0.00	21,600.00	0.00	21,600.00
61140 · Clerical Staff Wages	0.00	26,269.00	45,000.00	58.38%	0.00	5,525.00	39,745.00	0.00	45,270.00
61310 · Volunteer Comp (Comp) Paid Call	0.00	7,607.68	17,900.00	42.50%	0.00	33,150.00	21,850.00	0.00	55,000.00
61312 · Volun Paid Train	0.00	3,274.17	2,500.00	130.97%	0.00	0.00	0.00	0.00	0.00
61320 · Call Attendance (Old Mileage)	0.00	8,465.41	1,000.00	846.54%	0.00	0.00	0.00	0.00	0.00
61330 · Firefighter Physicals	0.00	1,211.90	1,600.00	75.74%	0.00	0.00	1,300.00	0.00	1,300.00
61340 · Firefighter Training/Co-op Agreements	0.00	7,274.42	9,800.00	74.23%	0.00	4,500.00	10,024.00	0.00	14,524.00
61350 · Strike Team Pmts	0.00	979,380.07	22,000.00	4451.73%	0.00	0.00	30,000.00	0.00	30,000.00
61400 · Insurance (Personnel)	0.00	64,213.92	37,000.00	173.55%	0.00	0.00	63,700.00	0.00	63,700.00
61450.1 · Strike Team On Site Pay	0.00	10,996.00	0.00	100.00%	0.00	0.00	3,000.00	0.00	3,000.00
61450.2 · Strike Team Off Site Pay	0.00	12,798.08	0.00	100.00%	0.00	0.00	6,000.00	0.00	6,000.00
62200 · FF Uniform/Clothing	0.00	2,664.51	0.00	100.00%	0.00	0.00	1,700.00	0.00	1,700.00
62225 · PPE-Personnel Protective Equip	0.00	2,617.66	4,500.00	58.17%	0.00	0.00	5,000.00	0.00	5,000.00
62226 · Operational Supplies & Service	0.00	1,005.04	2,000.00	50.25%	0.00	0.00	1,000.00	0.00	1,000.00
62300 · Dispatch Fees	0.00	5,427.72	6,000.00	90.46%	0.00	0.00	6,000.00	0.00	6,000.00
62350 · Engine and Fire Fighting Supply	0.00	131,342.95	5,000.00	2626.86%	0.00	0.00	5,000.00	0.00	5,000.00
62375 · Equipment - Non-Fire Fighting	0.00	3,219.72	3,300.00	97.57%	0.00	0.00	2,300.00	0.00	2,300.00
62376 · Equipment Repair Non Fire Fight	0.00	1,052.00	1,000.00	105.20%	0.00	0.00	1,000.00	0.00	1,000.00
62400 · Communicating Equip	0.00	7,630.30	8,000.00	95.38%	0.00	0.00	3,100.00	0.00	3,100.00
62502 · Legal Public Notice	0.00	203.00	3,700.00	5.49%	0.00	0.00	500.00	0.00	500.00
62510 · Public Relation - Fire Prevent	0.00	3,309.89	3,200.00	103.43%	0.00	0.00	4,000.00	0.00	4,000.00
62600 · Fuel	0.00	12,999.61	12,000.00	108.33%	0.00	0.00	20,000.00	0.00	20,000.00
62700 · Cleaning Supplies	0.00	1,023.71	1,200.00	85.31%	0.00	0.00	1,200.00	0.00	1,200.00
62750 · Insurance Bldg, Veh, & Liablty	0.00	22,406.12	22,407.00	100.00%	0.00	0.00	22,407.00	0.00	22,407.00
62800 · Memberships	0.00	1,161.43	5,600.00	20.74%	0.00	0.00	1,300.00	0.00	1,300.00
62850 · Medical Supplies	0.00	8,690.55	8,000.00	108.63%	0.00	0.00	7,500.00	0.00	7,500.00
62910 · Office Equipment Maintenance	0.00	4,005.37	4,000.00	100.13%	0.00	0.00	0.00	0.00	0.00
62911 · Office Machine Maintenance	0.00	1,438.75	1,700.00	84.63%	0.00	0.00	1,700.00	0.00	1,700.00
63000 · Nevada County Services	1,105.00	4,503.50	7,000.00	64.34%	0.00	0.00	7,000.00	0.00	7,000.00
63700 · 6168 Engine	56,056.78	0.00	0.00	0.00%	0.00	18,785.00	32,172.00	6,100.00	57,057.00
63701 · Structure Maintenance	0.00	447.63	1,000.00	44.76%	0.00	0.00	1,000.00	0.00	1,000.00
63705 · Equipment Maintenance	0.00	3,360.95	1,200.00	280.08%	0.00	0.00	1,200.00	0.00	1,200.00
63706 · Engine Maintenance & Repair	0.00	20,976.36	11,500.00	182.40%	0.00	0.00	20,000.00	0.00	20,000.00
63707 · New Engine 6168 Tools/Euipment	0.00	3,170.85	0.00	100.00%	0.00	0.00	0.00	0.00	0.00
63710 · Ground Maintenance	0.00	701.53	2,500.00	28.06%	0.00	0.00	2,500.00	0.00	2,500.00
64900 · Office Supplies	0.00	2,469.30	1,800.00	137.18%	0.00	0.00	2,500.00	0.00	2,500.00
64990 · Meeting Supplies & Subscription	0.00	274.05	600.00	45.68%	0.00	0.00	300.00	0.00	300.00
66500 · Postage and Delivery	0.00	711.95	500.00	142.39%	0.00	0.00	750.00	0.00	750.00
66700 · Professional Fees	0.00	14,493.22	16,300.00	88.92%	0.00	0.00	14,000.00	0.00	14,000.00
68600 · Utilities	0.00	13,660.08	15,262.00	89.50%	0.00	0.00	15,262.00	0.00	15,262.00
80400 · Firefighters Stipend	0.00	17,998.92	20,300.00	88.66%	0.00	0.00	0.00	0.00	0.00
80450 · FF Paid Call Officer Stipend	0.00	3,400.00	0.00	100.00%	0.00	0.00	0.00	0.00	0.00
Total Expense	57,161.78	1,515,583.26	457,115.00	331.55%	0.00	81,850.00	403,110.00	6,100.00	491,060.00

	6717 Measure Q	6720 General Fund	GF Budget	%	6777 AB1600	6717 Measure Q	6720 General Fund	6777 AB1600	TOTAL
Net Ordinary Income	2,306.56	-24,191.39	133,644.00	-18.10%	0.00	28,650.00	-32,170.00	-6,100.00	-9,620.00
Other Income/Expense									
Other Income									
46290 · Voided/Stop Payment	0.00	833.00			0.00	0.00	0.00	0.00	0.00
66901 · Stale Dated Checks	0.00	43.54			0.00	0.00	0.00	0.00	0.00
70000 · Mitigation Fee (AB1600)	0.00	0.00			6,798.81	0.00	0.00	6,000.00	6,000.00
70100 · Mitigation Fund Interest	0.00	53.34			85.27	0.00	0.00	100.00	100.00
80100 · - Measure Q Interest Income	1,276.79	0.00			0.00	1,200.00	0.00	0.00	1,200.00
Total Other Income	1,276.79	929.88			6,884.08	1,200.00	0.00	6,100.00	7,300.00
Other Expense									
10900 · Refund Sprinklers Installed	0.00	0.00			602.70	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00			602.70	0.00	0.00	0.00	0.00
Net Other Income	1,276.79	929.88			6,281.38	1,200.00	0.00	6,100.00	7,300.00
Net Income	**3,583.35**	**-23,261.51**			**6,281.38**	**29,850.00**	**-32,170.00**	**0.00**	**-2,320.00**

Reserves				
Training	8,760.00			
Capital Improvements	10,040.00			10,040.00
Recommended Reserve in Fund	11,050.00			11,050.00
From Reserves/Rollover/Carryover	0.00	32,170.00	0.00	32,170.00
	29,850.00	**0.00**	**0.00**	**29,850.00**

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Resolution
2022-04

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

Resolution 2022-04

RESOLUTION TO ENHANCE STRATEGIC WATER STORAGE THROUGHOUT THE NORTH SAN JUAN FIRE PROTECTION DISTRICT

WHEREAS, the North San Juan Fire Protection District (hereafter referred to as "District") is authorized and charged to provide emergency response and fire protection services; and

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

WHEREAS, the District covers a vast rural area that is considered by CAL FIRE to be a very high fire hazard zone that covers 87 square miles with elevation ranges between 600 to 4500 feet in often difficult to reach terrain such that the District has determined a need for additional water supply for use in remote areas; and

WHEREAS, the time delay (including turnarounds) for one water tender to fill a 10,000 gallon tank at 3500 gallons at a time can, depending on location, result in a 5 hour delay in fire protection activities; and

WHEREAS, individual property owners have expressed concerns about the time delays for outlying properties in the District; and

WHEREAS, the District is anticipating increased fire activity within its boundaries and in outlying areas; and

WHEREAS, the District has completed a land survey of potential water tank sites within the remote and high need areas including Old Highway 49, Sages Road, Cruzon Grade, and NSJFPD fire stations; and

WHEREAS, the District has developed criteria for the assessment of sites proposed for the water storage tank placement; and

WHEREAS, fiscal responsibility shall be a joint venture of the District and property owner and/or neighborhood where the District shall contribute up to 80% and the property

owner and/or neighborhood shall cover the remaining 20% in cash or in-kind services for the cost for materials and installation. The property owner and/or neighborhood shall also pay all costs for easement recording documents; and

WHEREAS, the District has determined that it will be responsible for the filling of water storage tanks following use, and

WHEREAS, the District has determined that it will cover liability on the water storage tanks, and

WHEREAS, the Board has determined that it is in the best interests of the District's citizens to ensure the ability to respond to and provide fire protection services for the local community.

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the North San Juan Fire Protection District Board of Directors does hereby approve selecting the Cruzon Grade location as the pilot program site.

BE IT FURTHER RESOLVED, that the Water Storage Committee will prepare a budget, application, contract, and a request for funds for the Cruzon Grade project to be presented to the Board.

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 24th day of May 2022, by the following vote:

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

ATTEST:

_____ _____

Tim Tschantz, Chair Heidi Ryan, Board Secretary

North San Juan Fire Protection District
Water Storage Tank Project

May 3, 2022

In Fall of 2020, members of the North San Juan Fire Protection District Board (NSJFPD) of Directors initiated discussion of increasing the ability to protect the community by installation of water tanks at one or more locations within the District. An outcome was the creation of a Water Storage Committee with members tasked to consider the concept, develop a plan of action and initiate the plan. Committee members include Board Member Bruce Boyd, Chief Jason Flores, and Board Member Rhea Williamson.

In early meetings, the committee discussed various tank types (e.g., plastic vs. steel), tank sizes (5000 vs. 10,000 gallon or higher), tank requirements (e.g., concrete pads, types of fittings, security measures), and tank locations. In addition, tank pricing and associated installation and maintenance costs were discussed along with potential funding sources (e.g., grants, Measure Q funds).

In a September 18, 2020 memo to the Board and subsequent discussions, we summarized policy points to consider and issues to address:

- General Policy Points
    1. Create a District policy that addresses all points and issues identified here as they arise.
    2. Review and recommend logical locations throughout the District for strategic water storage, as determined by the Chief.
    3. Decide on appropriate amount of water storage needed for each location.
    4. Develop an agreement with the landowner that ensures the District owns, leases or has an easement agreement to the storage tank site
    5. Identify a source of water to replenish storage of the tanks following use of water.
    6. Specify that all materials and fittings will be to District standards.
- Issues
    1. Delineate who has access to District supplied water storage
    2. Ensure that equipment and hose fittings are to District standards
    3. Ensure that base pads, access, tanks, and associated equipment for use are all durable and vandal proof

The general concept is that the committee will seek partners to apply for funding via grants for the installation of steel water storage tanks ((2) 5K gallon or (1) 10K gallon tank per location) for use by the NSJFPD in fire suppression efforts. Funds, estimated at $30,000/location, will be used in location preparation, pad installation, tank and fitting costs, installation, and addition of security devices (e.g., locks, motion detection cameras, vehicle posts). Chief Flores has stated that water filling would be done by the NSJFPD after use, taking into consideration the fact that the time delay for one water tender to fill a 10,000 gallon tank at 3500 gallons at a time can be 5 hour day including turnarounds.

May 3, 2022 Bruce Boyd and Rhea Williamson met to review a draft resolution and process for moving forward in funding a pilot demonstration site that will function as a pilot program. The pilot demonstration site will result in documentation of process, requirements, application materials, cost estimate data, material needs and the like that can be used for future tank placement installations.

WATER STORAGE TANK INSTALLATION REQUIREMENTS

In order to assess the applicability of a proposed tank site the Fire District will look at whether the site meets the following requirements:

1. Does the site meet the fire suppression needs of the District, as determined by the Chief?
2. Is the property owner and/or neighborhood willing to provide cost share (dollars or in-kind) for the site preparation, material purchase and/or tank installation costs?
3. Is the site relatively level for safe operation of the tender or engine?
4. Is there a level pad approx. 16' x 24' to pour a concrete pad for two 5,000 gallon tanks?
5. Does the area adjacent to the tank pad allow for a safe 10' wide by 40' long turnout for the engine?
6. Is there access to an 18' wide road?
7. Is there room for an engine or tanker to turn around or maneuver?
8. Is there a hammerhead, through road, or road intersection nearby?
9. Is the property owner willing to provide an exclusive easement to the District for the area of the tanks and standby area?
10. Is the site in close proximity to existing and adequate water supply sources available for use in filling the tanks?

CONTACTS

Landon Hask, Cal Fire Battalion Chief
530-277-2314

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Resolution
2022-05

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

Resolution 2022-05

RESOLUTION AUTHORIZING OVERTIME AND PORTAL TO PORTAL PAY FOR EMPLOYEES

WHEREAS, the North San Juan Fire District is a public agency located in the County of Nevada, State of California, and

WHEREAS, it is the District's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the District has in its employ, Fire Department response personnel including: Fire Chief, Deputy Chief, Battalion Chief, Fire Captain, Engineer, Firefighter; and

WHEREAS, the District will compensate all employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the District will compensate its employees overtime in accordance with their current Memorandum of Understanding or other Agreement while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW THEREFORE BE IT RESOLVED by the North San Juan Fire Protection District Board of Directors that:

1. Personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and/or other directive that identifies personnel compensation in the workplace.

2. In the event a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will be used to compensate such personnel.

3. The North San Juan Fire Protection District will maintain a current salary survey or acknowledgement of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.

4. Personnel will be compensated (portal to portal) beginning at the time of dispatch to the return to jurisdiction when equipment and personnel are in service and available for agency response.

5. Fire department response personnel include: Fire Chief, Deputy Chief, Battalion Chief, Fire Captain, Engineer, and Firefighter.

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 24th day of May, 2022, by the following vote:

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

ATTEST:

_____ _____

Tim Tschantz, Chair Heidi Ryan, Board Secretary