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, December 6, 2022, 6:00 PM
AGENDA
Remote Access Available Upon Request

1. **6:00 PM - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Action 2. **6:01 PM or as soon thereafter as possible - APPROVAL OF December 6, 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 October 25, 2022 Regular Board Meeting 🕮
- **B.** Correspondence from BOS regarding liability Insurance🕮

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

Action
     - **i.** Financials- October 2022🕮
   - **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.** Preparing for Large Fires Discussion – Tim Tschantz
   - **B.** Hydrant Committee Update – Tom Browning
   - **C.** Resolution 2022-09 Fee Schedule for FY 2022-23 for Cases of Negligence, Criminal Activity, and False Alarms – Tom Browning 🕮
     - i. **Public Hearing.** 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.
     - **ii. Board Discussion/Adoption**
   - **D.** Statement From Board of Directors – Rhea Williamson 🕮
   - **E.** Water Storage Committee – Rhea Williamson

8. **NEW BUSINESS**
   - **A.** Letter of Advocacy to State Officials – Tom Browning 🕮
   - **B.** Station 3 Flooring Quote Award – Jason Flores 🕮
   - **C.** Resolution 2022-10 Proposed Salary Schedule Change – Bruce Boyd 🕮
   - **D.** District Manager Merit Step – Bruce Boyd 🕮
   - **E.** Resolution 2022-11 Petty Cash Fund – Tom Browning 🕮
   - **F.** CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluations: Fire Chief
   - **G.** Report on Closed Session

9. **NEXT MEETING: January 24, 2023**
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 of October 25th, 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
Thursday, October 25, 2022
Draft

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

ABSENT: Tim Tschantz, Chair; Samantha Hinrichs

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

2. **APPROVAL OF OCTOBER 25, 2022 REGULAR BOARD MEETING AGENDA**
   Rhea Williamson moved to approve the agenda as written, Pat Leach seconded, motion passed by unanimous vote.

3. **PUBLIC COMMENT:**
   Boyd Johnson noted that the Board approved a Resolution (2022-09) at the September Board meeting, with a change to the fee made during the motion. Mr. Johnson asked if the Board could make such a change to a resolution when approving, or if the Resolution needs to be re-heard a second time.

   Liz Walsh relayed she enjoys participating on Finance Committee and wanted to thank Tom Browning for his knowledge and insights.

4. **CONSENT CALENDAR:**
   A. **Minutes of September 27, 2022, Regular Board Meeting**
   B. **Correspondence From Nevada County Auditor-Controller**
   C. **Correspondence From Boyd Johnson**

   Rhea Williamson asked to pull 4.C for discussion.

   Rhea Williamson moved to approve the Consent Calendar with item 4.C removed, Pat Leach seconded, motion passed by unanimous vote.

   Discussion of item 4.C
   Samantha Hinrichs arrived at 7:09 during this item.

   Rhea Williamson asked Boyd what his intention was with his letter; does he expect the Board to decide whether defensible space or fire engines are better at stopping fires from burning homes? Rhea also noted that she was not familiar with the letter he was referencing. Heidi Ryan announced that the reason she did not include the letter Boyd

was referring to was because she was unable to reach the Board Chair about including the letter in the "Preparing for Large Fires Discussion" item, as Boyd was requesting. Boyd Johnson responded that the letter he is referring to is a political letter put out by a local firefighter union. Boyd thought this letter would be helpful to spur discussion during the "Preparing for Large Fires" items.

Rhea Williamson then asked if any letter, opinion, and correspondence can be put on our agenda and board packet.

Rhea Williamson moved to approve items 4.C, Samantha Hinrichs seconded, motion passed by unanimous vote.

5. **ANNOUNCEMENTS:**

Bruce Boyd expressed his concern regarding the impending closure of the Graniteville Fire Department because of the increase in Liability Insurance.

Rhea Williamson announced that she has recently traveled to Lexington and visited Revolutionary War monuments, which was moving. Rhea realized North San Juan Fire Protection District Board meetings is the only place where she recites the Pledge of Allegiance.

6. **REPORTS**

A. Chief's Report – Jason Flores

i. September 2022 Statistics

ii. Department Activity

- Chief Flores announced that he has taken a temporary promotion to Division Chief, and his new schedule will be Sunday-Thursday 8:30-5:00.
- We are on trend to be around our average call volume for the year.
- Scott will be out next week to get all our firefighters fit tested, which is a requirement for SCBA use.
- Work is being done to inventory turnouts and procure quotes for possible replacement.
- Staff are working to obtain quotes to replace flooring at Station.
- A glass panel was broken at Station 1, staff are working on getting that repaired.
- We have two new firefighters on the roster, with two more in the early process of joining.

Deputy Chief Tom Browning announced that the District was notified that our current Liability and Vehicle policy holder was not going to renew our policy. Our Broker has found another company to underwrite a policy for us which is double of our previous policy. Bottom line, this is happening to all local fire departments. The Graniteville Volunteer Fire Department will be closing their Department due to the increase in vehicle and liability Insurance. The Board of Supervisors are privy to this crisis, and just today approved a letter to be sent to Governor Newsome, Insurance Commissioner Ricardo Lara, Senator Brian Dahle, and Assemblymember Megan Dahle asking for help is in this matter. North San Juan Fire Protection District can draft a similar letter.

B. Treasurer's Report – Pat Ieach

i. **Financials –September 2022**
Pat Leach presented the financial reports for September 2022.

Rhea Williamson moved to approve the Financials for September 2022, Samantha Hinrichs seconded, motion passed by unanimous vote.

Bruce Boyd inquired why we no longer include a separate page for donations. Lynn McGarva answered that details on donations are included in the Deposit Detail page when they come in. Office staff sends individuals Thank You letters when donations are received.

ii. **Finance Committee Report**
Tom Browning provided a re-cap of the recent Finance Committee meeting, indicating a major focus of the meeting was discussing the fund balance rollover and how to separate that fund out to capital improvement, apparatus replacement, and other one-time costs. There are plans to upgrade our structure turnouts, to replace the flooring in the training room and barracks at station 3, as well as a radio system at Station 3.

iii. **Year-to-Date Budget vs. Actual FY 2022-23**
Tom Browning presented the year-to-date budget vs. actuals. This will be presented to the Board quarterly, with the intention of having this prepared and presented monthly.

C. Firefighters Association Report –

- Badri Matlock is the new Vice President and Sambhava Burke is the new Treasurer.
- The Association approved the purchase of a new computer at the residence and a donation to Gardenia Penniman.
- Current account balance is $17,942.
- The Association is still working toward obtaining a 501c3 status.
- The Association is brainstorming another appreciation dinner.
- Next meeting is November 9th.

D. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
There are currently 81 FireWise Communities, with 9 more pending review. Additionally, there are 33 FireWise Communities in development. Nevada County has added more FireWise Communities than any County in the Nation.

E. NCFA Report – Pat Leach.
The next meeting is October 27th, 2022.

7. OLD BUSINESS

A. "Preparing for Large Fires" – Tim Tschantz
Bruce Boyd offered to use this item to discuss the content in Boyd Johnson's Correspondence (Item 4.C). Tom Browning noted that the letter written by the Local firefighters Union was stating that Measure V funds would not go to fire departments, and they did not want people to think otherwise. The topic of preparing for large fires is for us to figure out how to save lives, it's a large topic.

Rhea Williamson added that this is a big discussion topic that we have on every agenda so we can continue brainstorming and find ways to help our community. To date, the Board has discussed evacuation routes, signage, prescribed fire courses, among other things.

Boyd Johnson asked if there has been a product produced following discussion on this item. Tom Browning responded that the Board developed a flyer that has been mailed to residents and handed out at events, the Department hosted a prescribed fire class, and held an open house at station 3. Sam Hinrichs added that this topic is a source of continued education and outreach.

Boyd Johnson said if there is a large fire in the District, citizens have every right to come to the station and ask, "So, what have you been doing all this time?", and he suggested the Board should be prepared to answer that question. Rhea Williamson suggested summarizing discussions and identifying actions resulting from the "Preparing for Large Fire Discussion" item in the Newsletter.

B. Hydrant Committee Update – Tom Browning

Tom Browning shared that the County is meeting with the United Methodist Church in North San Juan to present the plans for the storage tank. Once the Church gives approval, the project will move forward. Construction could begin as early as July, 2023.
Rhea Williamson asked if the project could include an expansion to the North San Juan Sewage District. Tom Browning responded that the infrastructure for the hydrant will likely be bored under Highway 49 and likely not combined with sewage infrastructure. Tom noted that the project will need to put in a new well on our property on Reservoir Street, so we will be asked to go into an agreement for that soon.

This project all hinges on approval from residents in the proposed service area with them accepting an assessment. Residents in the proposed hydrant service area should see a reduction in their ISO ratings which could reduce fire insurance costs.

8. NEW BUSINESS

A. Discussion on Correspondence from Boyd Johnson

Heidi Ryan summarized what attachments were included in the Board Packet:

- Boyd Johnson's letter to the North San Juan Fire Board dated September 16th, 2022.
- Heidi Ryan's response letter to a public records request. Heidi's letter is dated August 19, 2022.
- Statement from EDD's website detailing every payment NSJFPD made to EDD since June, 2012.
- Statement from EDD's website identifying refunds NSJFPD received from EDD between March, 2011 and July, 2019.
  Heidi Ryan's complete response to Boyd Johnson's public records request was available during the Board meeting and is available upon request.

Tom Browning began the discussion by stating, in his opinion, that Boyds interpretation is that the previous administration, current staff, Chief Officers and the Board are deliberately trying to mislead the public by not publicly recognizing penalties and fees from EDD, or other entities. When the District transitioned from 1099's to W-2's in 2018, this was a huge learning curve for Tracy Corris (former Financial and Facilities

Manager), and mistakes were made. Since 2012, the District has paid a total of $769.12 in penalties to EDD, with over half the total penalty amount incurred during the transition period directly following Tracy's untimely death, and the new Finance and Facilities joining the Department and getting up to speed on her new job. Since June, 2020, the District has not incurred penalties with EDD and we are trying to move forward as best and open as possible. Tom added that he resents that Boyd accused the Chief and staff of falsifying reports to obtain raises.

Rhea Williamson added that from her perspective, she appreciates Boyd bringing this topic to the Board's attention, but wanted Boyd to know that the Board has discussed the issues with the IRS and EDD extensively over the last two years, during public meetings, and asked Boyd what the Board can do so we finalize the discussion and move forward? Rhea added that Boyd's letters are difficult to read due to the inflammatory language but reiterated that she does appreciate his intentions. Board members are volunteers, and speaking for herself, she is doing the best she can with the knowledge she has learned throughout her tenure on the Board. Rhea would like to look to Boyd as a mentor.

Boyd Johnson stated the public deserves the truth. If you look at the complete packet Heidi Ryan provided (dated August 19th as a response to Boyd's public records request), there are notices from EDD stating an additional $3,000 in penalties incurred. Tom Browning noted that the District never had to pay those penalties. To which Boyd responded that it is irrelevant to his point. Boyd Johnson then asked for details on the refunds page.

Sam Hinrich noted that when she worked for the North Columbia Schoolhouse Cultural Center, they encountered a similar situation with EDD where they incurred multiple penalties with EDD that were due to overpayments (because the payments were based on estimates), then they would be refunded for the overpayment from EDD.

Boyd Johnson stated that a penalty to the IRS listed in the September, 2020 Board packet was not labeled as a penalty, and claims penalties to the IRS were only labeled appropriately in subsequent Board packets due to his multiple letters and public record requests. Why were the penalties not listed clearly before? Boyd said he would be happy if the Board made a statement that they will ensure penalties are clearly identified. Both Bruce Boyd and Rhea Williamson responded that the Board has already made such statements. However, Boyd believes there needs to be a Board motion because he believes Board statements are meaningless without a motion.

Boyd relayed that it baffled him that the District would pay a penalty to EDD and not clearly label said penalty in the board packet. After reviewing statements from EDD, he noticed penalties paid to the EDD are combined with other employment taxes, so they are not stand-alone payments, but they should be noted for the public to see and understand. What the public needs to see for the Board to be completely transparent, is the granular details.

Bruce Boyd stated that the Board will continue to strive to be as transparent as possible. Bruce added that all the information on the penalties to the IRS and EDD public

information and recorded in the minutes, the Board and District would like to move forward. To move forward, Boyd Johnson asked the Board to make a motion.

Samantha Hinrichs made a motion that Board members will continue to oversee the details of the financials of the Fire District and do their due diligence to ensure the public is informed of the details and will raise red flags as necessary, Rhea Williamson seconded.

Samantha Hinrichs sees her job as a director includes ensuring the money received from the taxpayers is spent appropriately. This is not a fun job, Sam does this because she enjoys the fire department and wants to serve the community responsibly. Unfortunately, mistakes are inevitable, but she will raise a red flag when necessary.

Rhea Williamson wanted clarification on what was expected of the motion. Boyd Johnson responded that the Board should make a motion to be completely transparent with the public. Bruce Boyd then suggested the Board table the motion and get something in writing for the next meeting.

B. **CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluations: District Manager of Finance and Facilities.**

C. **Report on Closed Session**
The Board received an evaluation on the district Manager of Finance and Facilities and were very pleased. No action was taken.

9. **NEXT MEETING:** December 6th, 2022, 6:00 PM.
10. **ADJOURNMENT:** Meeting adjourned at 9:16 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

4.B

Correspondence From Board Of Supervisors to State Officials

COUNTY OF NEVADA
STATE OF CALIFORNIA

BOARD OF SUPERVISORS

Heidi Hall, 1st District
Vice Chair Edward C. Scofield, 2nd District
Dan Miller, 3rd District
Chair Susan Hoek, 4th District
Hardy Bullock, 5th District

Julie Patterson Hunter,
Clerk of the Board

October 25, 2022

Honorable Governor Gavin Newsom
State Capitol Building, 1st Floor
Sacramento, CA 95814

Honorable Insurance Commissioner Ricardo Lara
300 Capitol Mall, 17th Floor
Sacramento, CA 95814

Honorable Senator Brian Dahle
1021 O Street, Room 7230
Sacramento, CA 95814

Honorable Assemblymember Megan Dahle
P.O. Box 942849
Sacramento, CA 94249-0001

RE: Letter of Concern regarding the availability and affordability of commercial insurance for Local Fire Authorities and Volunteer Fire Brigades

Honorable Governor Gavin Newsom, Insurance Commissioner Ricardo Lara, Senator Brian Dahle, and Assemblymember Megan Dahle,

On behalf of the Nevada County Board of Supervisors, I am writing you regarding an urgent matter associated with the availability and affordability of commercial insurance for our local fire authorities and volunteer fire brigades. Recently, we have become aware that our local fire special districts and volunteer fire departments were notified on October 3, 2022 either of a loss of commercial insurance coverage and/or forced to accept large increases in their commercial coverage otherwise set to expire on November 1, 2022. As a small rural county, we depend on the fire services provided by ten special districts, two incorporated city departments, and volunteer fire brigades, outside of CAL FIRE.

The average rate increase being reported to us is approximately 114% over the previous year with two districts' rate increases as high as 184% and 200% from this time last year. Consequently, the Graniteville Volunteer Fire Department is set to close its doors starting on October 31, 2022 as the cost of the insurance premium exceeds their small annual operating budget by 80%. After speaking with our fire chiefs, they have all indicated that they will be forced to find new costs saving measures on already strained budgets and consider laying off fire fighters if insurance costs continue to rise each year. As you very well know, fire response is a critical public safety service. This situation, coupled with the increasing costs of fuel, places our public safety services in at serious risk – all during the height of fire season – which means that our residents are in direct jeopardy. It is simply unacceptable to allow our fire departments to close when we have never needed them more.

We are not ignorant on the complexities of insurance and the exorbitant amount of risk carriers face from catastrophic wildfires today. But we need state action, whether executive, regulatory, legislatively or all three to ensure fire authorities, special districts and volunteer fire brigades are protected from market-driven and inflationary costs that place public safety activities at risk. As fire authorities begin to shutter their doors, the State Responsibility Area (SRA) will increase with CAL FIRE's responsibility expanding. This is not a local problem; it's a California problem and we need action and your support to protect Californians today. Therefore, we urge you to work directly with us, the insurance carriers and local fire authorities to take action in addressing this matter to ensure our community has firefighters and the resources needed to keep our communities safe.

Sincerely,

Susan Hoek
Chair, Board of Supervisors

CC:

Honorable Senator Diane Feinstein
Honorable Senator Alex Padilla
Honorable Congressman Doug LaMalfa
Honorable Congressman Tom McClintock
Honorable Senator Susan Rubio, Senate Insurance Committee
Honorable Assembly Member Tom Daily, Assembly Committee on Insurance
Honorable Secretary Wade Crowfoot, CA Natural Resources Agency
Staci Heaton, Rural Counties Representatives of California
Catherine Freeman, California State Association of Counties
Karen Lange, Shaw Yoder Antwih, Schmelzer & Lange
Joe Krahn, Paragon Government Relations, Inc.

6.A.i

October 2022
Statistics

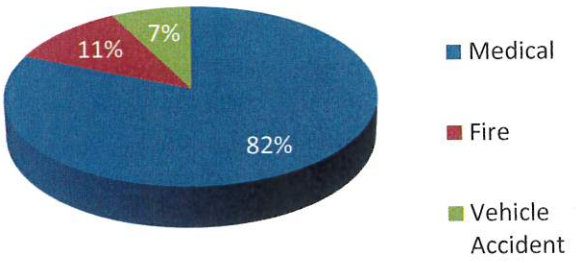
NSJFPD INCIDENT RESPONSE DETAIL -October 2022

Date	ER Type	Location	Minutes	Number of Personnel	Notes	Out of District Responses	Response Time
10/2	MA	Cherokee (027147)	11	3	Canceled		
10/2	MA	Hwy 49 (027177)	12	3	Canceled		9
10/3	MA	Tyler Foote (027234)	66	2	Non-Injury		12
10/4	VA	Hwy 49 (027369)	3	1	Canceled	*	
10/6	MA	Old Mill (027553)	53	3	SNMH Transport		11
10/6	MA	Milhous (027595)	47	3	SNMH Transport		20
10/8	MA	Reservoir (027781)	44	3	SNMH Transport		11
10/10	MA	Tyler Foote (027921)	35	1	Patient Contact		15
10/11	VA	Tyler Foote (027988)	94	3	SNMH Transport		19
10/12	MA	Sages (028119)	86	2	Patient Contact		19
10/14	MA	School St (028276)	38				12
10/14	MA	Oak Tree (028337)	14	2	Canceled		
10/15	MA	School St (028350)	37	2	SNMH Transport		15
10/16	MA	Hwy 49 (028474)	36	2	Patient Contact		21
10/18	MA	Old (028683)	46	2	SNMH Transport		16
10/19	MA	Hwy 49 (028761)	40	3	SNMH Transport		15
10/20	MA	Edwards (028814)	61	3	SNMH Transport		38
10/22	MA	Tyler Foote (028978)	58	4	SNMH Transport		17
10/23	MA	Copel (029097)	52	4	SNMH Transport		9
10/25	FW	Sages (029290)	54	4	Extinguished		24
10/25	MA	Tyler Foote (029305)	54	4	SNMH Transport		22
10/26	MA	Rooster Hill (029355)	53	1	SNMH Transport		15
10/26	MA	Sages (.029377)	54	1	Patient Contact		16
10/28	FSW	Buck Ranch (029518)	254			*	95
10/28	MA	School St. (029624)	22	3	Patient Contact		14
10/30	FSW	Nishinam Gulch (029758)	174			*	76
10/31	MA	Sweetland (029835)	40	1	SNMH Transport		13

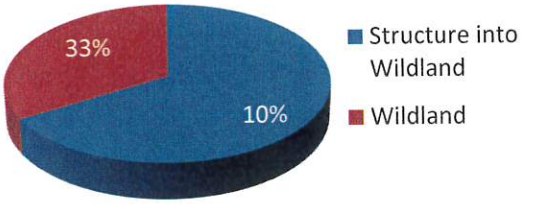
Total Calls:	**27**
Total Man Hours:	**46.32**
Average FF/Call:	**2.2**

North San Juan Fire Department
Call Details
October, 2022

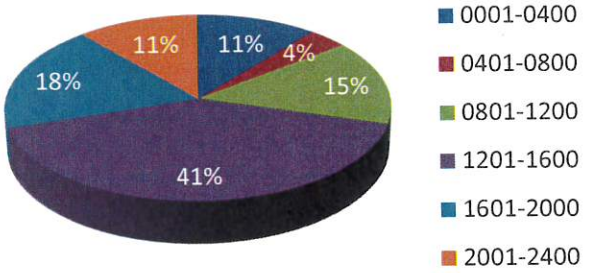
Call Type



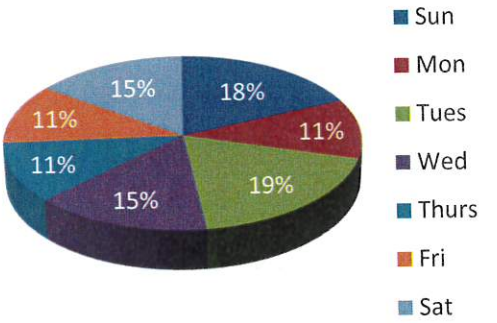
Fire Type



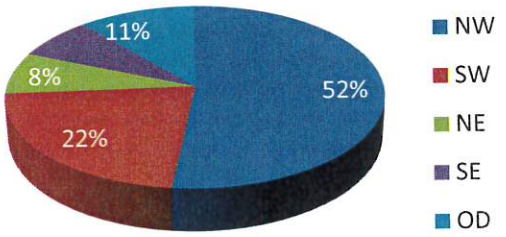
Time of Day

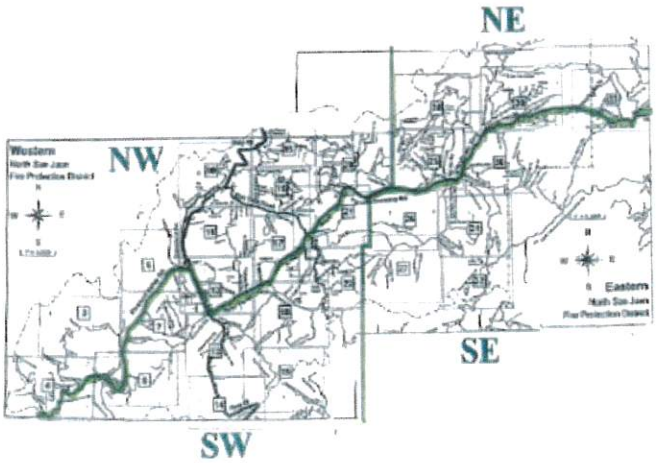


Day of Week



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	12	14	22	16	19	25	19	22			**185**
Vehicle Accident	1		6	3	5	2	6	4	4	2			**33**
Fire - Structure	1	1	1	1	1	1			3				**9**
Fire - Wildland		1	6	1	1	2		3	2	1			**17**
Fire - Structure/Wildland	1					1		1		2			**5**
Fire - Vehicle	1			2	1	1	1						**6**
Fire - Vehicle/Wildland								1					**1**
Fire - Smoke Check		3	1	1	3	1	3	4	1				**17**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm					1								**1**
Fire - Menace Standby								1					**1**
Hazard							2		1				**3**
Public Assist	2	1	2	1	1	1	3	1	2				**14**
Other			1		2		1						**4**
Totals:	**23**	**25**	**29**	**23**	**37**	**25**	**35**	**40**	**32**	**27**	**0**	**0**	**296**

Previous Years Summary				
2022	**2021**	**2020**	**2019**	**2018**
185	215	188	189	207
33	69	44	50	40
9	22	8	7	8
17	31	23	9	21
5	0	0	0	0
6	7	6	13	1
1	0	0	1	2
17	32	30	8	25
0	0	1	31	5
0	0	1	0	0
1	0	0	2	9
1	8	2	0	0
3	12	12	19	8
14	15	10	13	18
4	4	5	5	3
296	**415**	**330**	**347**	**347**

2022 Monthly Totals:	**23**	**25**	**29**	**23**	**37**	**25**	**35**	**40**	**32**	**27**	**0**	**0**	**296**
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	4	4	4	4	4	5			**42**
Special Training	1	1	1	2									**5**
External Training													**0**
Work Party													**0**
Public Education					2								**2**
Public Service													**0**
Totals:	**5**	**5**	**6**	**6**	**6**	**4**	**4**	**4**	**4**	**5**	**0**	**0**	**49**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2022 Monthly Totals:	1	3	5	3	5	1	3	3	3	3			29
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

October 2022
Financials

NSJ Fire Protection District

Funds Summary

Period Ending 10/31/2022

		October 31, 2022
Current Assets		
(Petty Cash)	Tri-Counties Bank	$ 350.00
	General Fund	$ 791,278.34
	Mitigation Fund	$ 21,892.60
	Measure Q Fund	$ 148,693.26
	Total Checking/Savings	$ 962,214.20
	Total Current Assets	$ 962,214.20

	6720 General Fund	6777 Mitigation Fund	6717 Measure Q
Beginning Bal	$ 845,408.09	$ 21,892.60	$ 148,693.26
Revenue	$ -	$ -	$ -
Transfer		$ -	
Expenditure	$ (54,129.75)	$ -	$ -
Balance	$ 791,278.34	$ 21,892.60	$ 148,693.26

Ending Balance Oct 31, 2022	$ 791,278.34	$ 21,892.60	$ 148,693.26

Notes

Tri Counties: $ 50 expenditure for Annual Safety Deposit Fee

General Fund: Revenue and Expenditures enclosed.

Mitigation AB1600: No Revenue
No Expenditures

Measure Q : No Revenue
No Expenditures

NSJ Fire Protection District
General Fund Transaction Detail Report
October 2022

	Type	Date	Num	Name	Memo	Amount
Oct 22						
1	Check	10/05/2022	V963440	Colantuono, Highsmith & Whatley, PC	General Legal Counsel	-60.00
2	Check	10/05/2022	251546	Hennig's Automotive Repair	6134 Oil Change & Filter	-88.00
3	Check	10/05/2022	V963489	FF Scott, William S. (reim)	Reimbrse Oil, Coolant, Air Filter, Fuel Cleaner	-92.10
4	Check	10/05/2022	251519	Grass Valley Air Conditioning, Inc	HVAC repair	-205.00
5	Check	10/05/2022	251552	AT&T CALNET 3	Telephone Service	-230.49
6	Check	10/05/2022	251553	Life Assist, Inc.	Stuffed Bear, Burn Dressings, Ambu Bag Masks, Splints	-402.22
7	Check	10/05/2022	251554	ACC Business	Broadband	-547.79
8	Check	10/05/2022	251558	Gold Country Copier, Inc.	Annual Copy Machine Agree	-649.17
9	Check	10/05/2022	V963474	Boyett Petroleum	Fuel	-966.10
10	Check	10/05/2022	251567	Pehling and Pehling	Audit	-2,702.00
11	Check	10/05/2022	251547	SCI Consulting Group	Special Tax Admin, Measure Q Parcel Tax, Idendify District Parcels, Levy Recalculations	-4,000.00
12	Check	10/05/2022	251564	Mountain Woman Gardening	Ground Maintenance March and April 2022	-3,050.13
13	Check	10/12/2022	251762	Chardon Corporation B & C	Toilet Flapper	-13.66
14	Check	10/12/2022	V963724	ff Bottaro, Uma (reimb)	Background Check Reimbrs	-61.00
15	Check	10/12/2022	V963725	FF Shay, Cameron (reimb)	Background Check	-78.00
16	Check	10/12/2022	251815	Rice Business Solutions	Payroll Services	-162.50
17	Check	10/12/2022	251831	Napa Auto Parts	Def and Glass Cleaner	-186.85
18	Check	10/12/2022	V963713	FF Donald Stoner (reimb)	Miles and Lodging for Happy Camp ICP	-325.85
19	Check	10/12/2022	V963713	FF Donald Stoner (reimb)	Miles and Lodging for Happy Camp ICP	-214.68
20	Check	10/12/2022	V963698	Boyett Petroleum	Fuel	-554.43
21	Check	10/12/2022	251786	Bauer Compressors	Annual Compresser Mainten	-1,214.37
22	Check	10/12/2022	251802	US Bank	See Cal Card Expenses	-2,820.32
23	Check	10/12/2022	251799	Fire Agencies Self Insurance	Quarterly Work Comp Ins	-15,819.00
24	General	10/12/2022	66		Stop Pmt on Pehling Destroyed check #251567	2,702.00
25	Check	10/19/2022	V963706	FF Scott, William S. (reim)	Reimbrs Dump Run	-8.05
26	Check	10/19/2022	251770	Gold Country Copier, Inc.	Copier Agreement	-117.83
27	Check	10/21/2022	251800	FF	1st Qtr Paid Call	-158.02
28	Check	10/21/2022	V964038	FF	1st Qtr Paid Call	-286.29
29	Check	10/21/2022	V964034	FF	Back Fill Pay	-295.52
30	Check	10/21/2022	V963976	FF	1st Qtr Paid Call	-394.55
31	Check	10/21/2022	V964009	FF	1st Qtr Paid Call	-396.08
32	Check	10/21/2022	V964002	FF	1st Qtr Paid Call	-473.04
33	Check	10/21/2022	V964018	FF	1st Qtr Paid Call	-478.68
34	Check	10/21/2022	V964044	FF	1st Qtr Paid Call	-493.56
35	Check	10/21/2022	V964036	FF	1st Qtr Paid Call	-496.64
36	Check	10/21/2022	V964034	FF	1st Qtr Paid Call	-509.47
37	Check	10/21/2022	V963993	FF	1st Qtr Paid Call	-515.12
38	Check	10/21/2022	V963964	FF	1st Qtr Paid Call	-542.81
39	Check	10/21/2022	V963919	FF	1st Qtr Paid Call	-616.70
40	Check	10/21/2022	252223	FF	1st Qtr Paid Call	-622.34
41	Check	10/21/2022	V963988	FF	1st Qtr Paid Call	-639.27
42	Check	10/21/2022	V963977	FF	1st Qtr Paid Call	-656.21
43	Check	10/21/2022	V964014	FF	1st Qtr Paid Call	-701.33
44	Check	10/21/2022	V964000	FF	1st Qtr Paid Call	-717.76
45	Check	10/21/2022	V963974	FF	1st Qtr Paid Call	-734.71
46	Check	10/21/2022	252216	FF	1st Qtr Paid Call	-739.32
47	Check	10/21/2022	V963983	FF	1st Qtr Paid Call	-905.54
48	Check	10/21/2022	V964020	Admin	Admin Pay	-1,219.94
49	Check	10/21/2022	V964008	Admin	Admin Pay	-1,329.30
50	Check	10/21/2022	V963976	Admin	Admin Pay	-1,568.05
51	Check	10/21/2022	V963973	Clientworks	Tech Support	-26.25

NSJ Fire Protection District
General Fund Transaction Detail Report
October 2022

	Type	Date	Num	Name	Memo	Amount
52	Check	10/21/2022	V963999	Fire Districts Assn of California	Life Ins Monthly Premium	-172.45
53	Check	10/21/2022	V963994	Boyett Petroleum	Fuel	-182.64
54	Check	10/21/2022	252162	PG&E	True up for Station III	-737.21
55	Check	10/21/2022	252163	EDD	State Payroll Taxes	-178.51
56	Check	10/21/2022	911800	Internal Revenue Service	Federal Payroll Taxes	-2,772.90
57	Check	10/21/2022	252056	Pehling and Pehling	Reissue of destroyed Warrant #251567	-2,702.00
Oct 22						**-54,129.75**

NSJ Fire Protection District

Cal Card/ US Bank Transaction Detail Report

August 22 through September 22, 2022

Aug 22 - Sep 22, 22

	Date	Name	Memo	Amount
1	08/31/2022	Dish Network	Monthly Service Fee	92.63
2	08/31/2022	Staples	Folders & Binders	157.20
3	08/31/2022	Microsoft 365	Monthly Service Charge	184.80
4	09/04/2022	Multiple Strike Team Lodging and Meals	Strike Team Lodging / Meal	1,567.86
5	09/06/2022	Tofanelli's	Chiefs Meeting	18.28
6	09/09/2022	Safeway	Water & Gatorade	131.00
7	09/12/2022	Zoom	Monthly Service Fee	14.99
8	09/15/2022	Staples	Sctoch Tape, Paper Towels	150.99
9	09/16/2022	Multiple Strike Team Lodging and Meals	Strike Team Lodging Red F	332.75
10	09/17/2022	Strike Team Fuel	Fuel	109.82
11	09/21/2022	USPS	Stamps	60.00
			Total Charges	**2,820.32**

7.C

Resolution
2022-09

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

Resolution 2022-09

FEE SCHEDULE FOR FISCAL YEAR 2022-2023 FOR CASES OF NEGLIGENCE, CRIMINAL ACTIVITY AND FALSE ALARMS

WHEREAS, the North San Juan Fire Protection District provides services in cases of negligence, criminal activity and false alarms with diligence equal to services provided for the general benefit of the public; and

WHEREAS, pursuant to Health and Safety Code Section 13916, the District is empowered to impose service fees; and

WHEREAS, the Board adopted Ordinance 2007-01 on July 17, 2007 authorizing imposition of fees in cases of negligence, criminal activity and false alarms, and

WHEREAS, the Board adopted Resolution 2010-08 on September 21, 2010 establishing a Cost Recovery Program and setting fee schedules,

NOW THEREFORE BE IT RESOLVED that the following fee structure be set for FY 2021/2022:

ARTICLE I. A fee will be assessed for each response in cases of negligence and/or criminal activity as set out in the Cost Recovery Program fee schedule (see Appendix A).

ARTICLE II. A fee of $250 will be assessed for false alarm activations upon the third response to the same address within any 12-month period.

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 6th day of December, 2022, by the following vote:

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

ATTEST:

_____ _____

Tim Tschantz, Board Chair Heidi Ryan, Board Secretary

APPENDIX A

This is a list of our standard billing rates.

Apparatus. The following rates for fire apparatus shall be charged for operational response:

Type 1 & 2 Engine, per hour	$145.00
Type 3 Engine, per hour	$130.00
Type 6 Engine, per hour	$125.00
Water Tender, per hour	$125.00
Rescue Unit, per hour	$125.00
Utility and Chief Vehicles, per hour	$ 15.00

Personnel. The following rates for personnel shall be charged for operational response:

Fire Chief, per hour	$ 85.00
Deputy Fire Chief, per hour	$ 77.00
Battalion Chief, per hour	$ 69.00
Fire Captain, per hour	$ 53.00
Fire Apparatus Engineer, per hour	$ 49.00
Fire Fighter, per hour	$ 45.00

False Alarms. The following rates for false alarms shall be charged upon the third response to the same address within any 12-month period.

False Alarms	$250.00

Administrative. The following administrative rate for shall be charged for operational billings:

Administrative, an administrative fee of 23 present will be added to the total bill.

7.D

Statement from Board of Directors

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

From: Rhea Williamson

I move that the following statement be made public by inclusion in the NSJFPD Board meeting minutes of December 6, 2022 and, when available, via the newsletter and inclusion on the NSJFPD website:

"The North San Juan Fire Protection District Board of Directors has many responsibilities as described in the District's Organizational Manual (https://nsjfire.org/wp-content/uploads/2021/04/2021-DISTRICT-ORGANIZATIONAL-MANUAL.pdf). Primary responsibilities are to oversee the budgeting for the fire department, approve the disbursement of funds, oversee the collection of all taxes, and provide direction and oversight of District staff charged with conducting the financial affairs of the District. All bills and invoices are reviewed by the Finance Manager, and either two (2) Board Directors or one (1) Board Director and the Chief. The Finance Manager is directed to notify the Board of any penalties and or refunds deriving from the operations of the District. Members of the NSJFPD Board are elected by the public to provide such oversight of District finances. The public is invited to attend Board meetings per the California Government Code known as the Ralph M. Brown Act (https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&chapter=9.&part=1.&lawCode=GOV&title=5) that requires Board actions and deliberations be conducted openly so that the people are informed."

8.A

Letter of Advocacy to State Officials

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

December 6, 2022

Honorable Governor Gavin Newsom
State Capitol Building, 1st Floor
Sacramento, CA 95814

Honorable Insurance Commissioner
Ricardo Lara
300 Capitol Mall, 17th Floor
Sacramento, CA 95814

Honorable Senator Brian Dahle
1021 O Street, Room 7230
Sacramento, CA 95814

Honorable Assemblymember Megan Dahle
P.O. Box 942849
Sacramento, CA 94249-0001

RE: Letter of Concern regarding the availability and affordability of commercial insurance for Local Fire Authorities and Volunteer Fire Brigades

Honorable Governor Gavin Newsom, Insurance Commissioner Ricardo Lara, Senator Brian Dahle, and Assemblymember Megan Dahle,

On behalf of the North San Juan Fire Protection District, I am writing you regarding an urgent matter associated with the availability and affordability of commercial insurance for our District. Recently, we were notified of a loss of commercial insurance coverage and forced to accept large increases in our commercial coverage otherwise set to expire on October 31, 2022.

The new commercial insurance coverage we have obtained contains an increase to our premium of 103% compared to the previous year. As you very well know, fire response is a critical public safety service. This situation, coupled with the increasing costs of fuel, places our public safety services at serious risk – all following catastrophic fire seasons – which means that our residents are in direct jeopardy. It is simply unacceptable to allow our residents to absorb this blow when they have never needed us more.

We are not ignorant on the complexities of insurance and the exorbitant amount risk carriers face from catastrophic wildfires today. But we need state action, whether executive, regulatory, legislatively or all three to ensure fire authorities, special districts and volunteer fire brigades are protected from market-driven and inflationary costs that place public safety activities at risk. This is not a local problem; it's a California problem and we need action and your support to protect Californians today. Therefore, we urge you to work with us, the insurance carriers and local fire departments and protection districts to take action in addressing this matter to ensure our community has firefighters and the resources needed to keep our communities safe.

Sincerely,

Tim Tschantz, Board Chair
North San Juan Fire Protection District

CC:

Honorable Senator Diane Feinstein
Honorable Senator Alex Padilla
Honorable Congressman Doug LaMalfa
Honorable Congressman Elect Kevin Kiley
Honorable Congressman Tom McClintock

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
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Honorable Senator Susan Rubio, Senate Insurance Committee
Honorable Assembly Member Tom Daily, Assembly Committee on Insurance
Honorable Secretary Wade Crowfoot, CA Natural Resources Agency
Rural Counties Representatives of California
California State Association of Counties

8.B

Station 3 Flooring Quote Award

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: 11/14/2022

Title: Flooring Bid Award

Recommendation: Award bid for the installation of new flooring 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 flooring at Station 3, both the Residence and the Training Room, are in need of replacement. District staff contacted local flooring contractors and asked for quotes to have the Residence and Training Room separately. The quote for the Training room includes the District office and bathroom.

Quotes Received:
1) Premier Flooring, Residence: $4,418.85, Training Room: $7,486.19
2) KM Flooring. Residence: $3,760.37, Training Room: $6,397.59

Bid Award Vendor Name: _____.

Attachments: Quotes from Premier Flooring and KM Flooring

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

ATTEST:

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

PREMIER FLOORCOVERINGS
807 S. AUBURN STREET
GRASS VALLEY CA 95945
(530) 273-3711 Fax (530) 273-2014

ES202255

QUOTE

Sold To	Ship To
NSJ FIRE PROTECTION DIST. 13200 TYLER FOOTE RD NEVADA CITY, CA 95959	RESIDENCE- KITCHEN & LIVING ROOM 13200 TYLER FOOTE RD NEVADA CITY, CA 95959

Quote Date	Tele #1	PO Number	Quote Number
10/06/22	530-292-9159		ES202255

Style/Item	Color/Description
PARADIGM	GRANOLA
MERCER 1.5" CERCO EDGE T MOULDING	BLACK
6 MIL PLASTIC	UNDERLAYMENT
LABOR	
FREIGHT	
4" RUBBER BASE	#204 GRAY

10/07/22 8:27AM

Sales Representative(s):
LORIN FOWLER

Subtotal:	4,217.94
Sales Tax:	200.91
Misc. Tax:	0.00
QUOTE TOTAL:	**$4,418.85**

PREMIER FLOORCOVERINGS
807 S. AUBURN STREET
GRASS VALLEY CA 95945
(530) 273-3711 Fax (530) 273-2014

ES202254

QUOTE

Sold To	Ship To
NSJ FIRE PROTECTION DIST. 13200 TYLER FOOTE RD NEVADA CITY, CA 95959	TRAINING ROOM/BATH/OFFICE 13200 TYLER FOOTE RD NEVADA CITY, CA 95959

Quote Date	Tele #1	PO Number	Quote Number
10/05/22	530-292-9159		ES202254

Style/Item	Color/Description
PARADIGM	GRANOLA
MERCER 1.5" CERCO EDGE T MOULDING	BLACK
6 MIL PLASTIC	UNDERLAYMENT
LABOR	
FREIGHT	
4" RUBBER BASE	#204 GRAY
6" RUBBER BASE	#204 GRAY

10/07/22 8:23AM

Sales Representative(s):
LORIN FOWLER

Subtotal:	7,140.59
Sales Tax:	345.60
Misc. Tax:	0.00
QUOTE TOTAL:	**$7,486.19**

Kawika Madeiros
Owner

530.559.9627

13981 Linden Road
Grass Valley, CA 94945

KM FLOORING

FLOORING & CARPET · INSTALLATION & REPAIR

CSL# 1031475

INVOICE

Date: 11/14/22

Customer: NSJ Fire Protection Dist (Residence) Phone: (530)292-9159

Address: 13200 Tyler Foote Rd City: Nevada City State: CA Zip: 95959

Quantity	Description/Comments (Labor and Materials)	Price	Total
442 sq ft	Installation of LVP Flooring		
80 Lf	4 in cove base		
284 sq ft	Laminate demo and disposal		
	Labor total		1509.00
442 sq ft	Gaia White Series LVP Flooring		
80 Lf	4 inch cove base		
3 rolls	6 mil plastic underlayment		
1	end molding		
	material total with tax		2251.37
		TOTAL $	3760.37

Customer Signature

Date

Kawika Madeiros
Owner

530.559.9627

13981 Linden Road
Grass Valley, CA 94945

KM FLOORING

FLOORING & CARPET · INSTALLATION & REPAIR

CSL# 1031475

INVOICE

Date: 11/14/22

Customer: NSJ Fire Protection Dist (Training/bath/office) Phone: (530)292-9159

Address: 13200 Tyler Foote Rd City: Nevada City State: CA Zip: 95959

Quantity	Description/Comments (Labor and Materials)	Price	Total
769 sq ft	Installation of LVP Flooring		
160 Lf	Installation of 4 and 6 inch cove base		
500 ft	~~Carpet demo and disposal~~		
	Labor total		2,663.00
769 sq ft	Gaia white series LVP		
160 Lf	4 and 6 inch cove base		
1	End molding		
4 rolls	~~6 mil plastic underlayment~~		
	Material total with tax		3,734.59

TOTAL $ 6,397.59

Customer Signature

Date

8.C

Resolution
2022-10

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
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e-mail: info911@nsjfire.org • www.nsjfire.org
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RESOLUTION 2022-10

NORTH SAN JUAN FIRE PROTECTION DISTRICT MANAGER COMPENSATION MERIT STEP SCHEDULE

POSITION	STEP 1 STARTING $/HR	STEP 2 6 MONTH	STEP 3	STEP 4	STEP 5	STEP 6
DISTRICT MANAGER(S)	$22.00	$23.00	$24.25	$25.50	$26.75	$28.50

SCHEDULE NOTES:

1. STARTING SALARY IS RAISED TO REFLECT LOCAL COMPETITIVE HOURLY COMPENSATION.
2. CHANGED FROM YEARS TO STEPS.
3. PROPOSED STEP INCREASES ARE FOR MERIT BASED ON A 5% YEARLY INCREASE ROUNDED TO THE NEAREST QUARTER OF A DOLLAR.

STIPULATIONS AND NOTES:

1. All hourly wage and salary increases are subject to District Board approval following employee evaluations.
2. Employees will be evaluated at the end of their 6-month probation period, then annually on their starting anniversary date every year thereafter.
3. Length of service (MERIT) pay, and cost of living increases are subject to District Board review and approval.
4. Merit steps may be modified by the District Board at any time and may be adjusted based on employee performance evaluations.
5. The Board reserves the right to waive increases in wages or salary due to budget constraints or other causes.
6. After Step 6, 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 last approved and adopted by the Board of Directors of the North San Juan Fire Protection District on June 26, 2018.

9. Merit steps will be reviewed every two (2) years.

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 6th day of December, 2022, by the following vote:

AYES: ____ NOES: 0 ABSTAIN: 0 ABSENT: ___

Tim Tschantz, Board Chair

Heidi Ryan, Board Secretary

8.D

District Manager
Merit Step

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MANAGER COMPENSATION 2022-2023
November 3, 2022

The District Personnel Committee met on October 28, 2022 to discuss the Merit Compensation Schedule and proposed hourly pay raises for the District Managers. A revised Merit Compensation Schedule was developed and approved by the Personnel Committee. In addition, the Committee discussed and recommends that the two managers be given a cost-of-living increase based on the rate of inflation over the last 3 years.

The Personnel Committee recommends to the Board of Directors of the North San Juan Fire Protection District to approve the following action items:

1. Approve the revised Merit Compensation Schedule, Resolution 2022-10.
2. Approve that the two Managers receive a merit increase to Step 5 (formally Year 3) to $26.75/hour, based on the revised Merit Compensation Schedule.
3. Approve a 15% cost of living increase that recognizes the increase in the cost of living over the last three years.
4. Approve a total compensation package for the Financial Manager and the Personnel Manager for the next year, following a positive evaluation and retroactive to October 6, 2022, in the amount of $30.75 per hour. This amount will be the base amount for Step 6.

Personnel Committee
Jason Flores, Chief
Tim Tschantz
Bruce Boyd

8.E

Resolution
2022-11

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 2022-11

RESOLUTION NAMING A NEW CUSTODIAN AND AUTHORIZING SIGNATORIES ON THE PETTY CASH FUND

WHEREAS, Fire district operations require several small purchases to be made within the local area; and,

WHEREAS, Paying small bills through the regular governmental system is time consuming and costly; and,

WHEREAS, Paying of such bills within a petty cash account will result in savings to the fire district; and

WHEREAS, The North San Juan Fire Protection District Board of Directors passed Resolution 2018-01, at a regular Board meeting in March 2018, authorizing the establishment of a petty cash fund with a maximum dollar amount not to exceed five hundred dollars ($500) and designated Tracy Corris (former Finance and Facilities Manager) as the custodian of said account; and

WHEREAS, Resolution 2018-01 also determined all individuals authorized to request County Warrants were also authorized to request payments and sign on the petty cash fund as long as funds are available.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH SAN JUAN FIRE PROTECTION DISTRICT THAT: Lynn McGarva (Finance and Facilities Manager) will be designated and so named custodian of the Petty Cash Fund. Fire Chief Jason Flores, Deputy Chief Tom Browning, Finance and Facilities Manager Lynn McGarva, and Operations and Personnel Manager Heidi Ryan are authorized to request payments and sign on this account if funds are available.

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 6th day of December, 2022, by the following vote:

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

Tim Tschantz, Board Chair

Heidi Ryan, Board Secretary