

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, January 24, 2021

Final – Adopted 3/14/2023

PRESENT: Tim Tschantz, Chair; Bruce Boyd, Vice-Chair; Samantha Hinrichs (arrived at 6:22)

STAFF: Lynn McGarva, Finance Manager; Heidi Ryan, Board Secretary

ZOOM: Pat Leach, Treasurer; Rhea Williamson; Jason Flores, Chief; Tom Browning, Deputy Chief

ABSENT:

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. APPROVAL OF January 25, 2023, REGULAR BOARD MEETING AGENDA

Bruce Boyd asked to move item 8.C (and 8.D) to February. Rhea Williamson asked to remove item 7.B and to pull item 4.C from the Consent Calendar for discussion.

Bruce Boyd moved to approve the agenda as amended, Rhea Williamson seconded, motion passed by the following vote:

Aye – 4

No – 0

Absent – 1

Abstain – 0

3. PUBLIC COMMENT:

Liz Walsh wanted to thank the Board and staff of all their work.

4. CONSENT CALENDAR:

A. Minutes of December 6, 2022, Regular Board Meeting

This item was pulled for discussion.

Rhea Williamson asked to have the full statement for item 7.D (Statement from Board of Directors) included in the Final minutes.

Pat Leach moved to approve the Minutes of December 6, 2022 with the complete Board Member Statement included, Rhea Williamson seconded, motion passed by the following vote:

Aye – 4

No – 0

Absent – 1

Abstain - 0

5. ANNOUNCEMENTS:

Tim Tschantz asked to have the title on the agenda adjusted so it was clear that the public was welcome to attend in person. Heidi Ryan responded that she could make the change to the agenda and board approval would not be required.

6. REPORTS

A. Chief's Report – Chief Jason Flores

i. November & December 2022 Statistics

- Total Calls for 2022 was 361.
- Chris Dorn and Nathaniel Van Order stepped up to cover behind leave of the Chief, Deputy Chief, and one Battalion Chief.
- Nathaniel Van Order is on an out of state assignment with the Forrest Service.
- Engine 6168 was stood up under an OES assignment for the recent storm.
- Confidence Course is set up at Station 1. Neighboring districts (Camptonville, Pike, and Nevada County Consolidated) have also made use of the training opportunity.
- Chris Rainville is conducting a Rookie Class for our new firefighters.
- Some of our new firefighters will be attending an EMR class, beginning next week, at Sierra College.
- Eugene Lehman finished top of his EMT class.

Rhea Williamson noted that there were many calls in November where only one firefighter responded and asked if there was a policy about how many firefighters are needed to respond to a call. Chief Flores responded that there is not a policy dictating how many firefighters must respond to calls, but it is not ideal for only one firefighter to be on a call.

Samantha Hinrichs arrived at 6:22

Rhea Williamson also noted that the Department only provided two Public Education trainings for the year. A discussion ensued about all the outreach and public education the Department completes annually, and Heidi Ryan suggested developing a training record sheet for these instances to ensure it gets documented and tracked.

B. Treasurer's Report – Pat leach

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

Pat Leach presented the financials for November and December 2022.

Bruce Boyd moved to approve the November and December 2022 Financials as presented, Rhea Williamson seconded, motion passed by unanimous.

ii. Year to Date Budget vs. Actuals FY 2022-23

Tom Browning reminded the Board that this is a great tool to monitor the budget. There are clearly areas where we need to tighten the belt, but overall, the budget looks

good 6 months into the fiscal year. Our next goals is to create the process to move our large cash balance to other funds; capital improvement, apparatus replacement, etc.

C. Firefighters Association Report

- The Association has obtained 501c3 status.
- The Association will be meeting February 1st and will be holding an election, although no changes to officer positions is anticipated.

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

The County now has 89 FireWise Communities.

The Fire Safe Council will be holding a fundraiser on June 3, all proceeds will be provided to FireWise Communities that participate in the event.

The FireWise Coalition will be meeting in March.

The San Juan Ridge Taxpayers Association hosted a meeting with the Ridge FireWise Communities. The focus was “Naming your Hazard”. The intention is to include each FireWise Communities primary hazard in the NSJ CWPP (Community Wildfire Prevention Plan). This will help the communities obtain grant funds for their projects.

E. NCFA Report – Pat Leach.

No meeting to report on.

7. OLD BUSINESS

A. “Preparing for Large Fires” – Tim Tschantz

Tim Tschantz asked the group how to get OES focused on large fire breaks on the Ridge. Pat Leach responded that there is currently 3 major Fire Breaks being constructed in the County, including the Montezuma fire break that impacts the Ridge. Large fire breaks are slow going (multi-year process) as they involve many agencies and require the addition of successful grants for the work to be completed. Additionally, CALFIRE is interested in a fuel break that runs, essentially, from Bridgeport to Edwards Crossing, but there is currently no estimate of when that will begin.

Tim Tschantz wants to ensure all our residents are signed up for Code Red (the County’s emergency alert system). Pat Leach offered to check her supplies for Code Red handouts and added that 211 is also a great tool to help individuals sign up for Code Red. Lynn McGarva added that the County will be conducting a test of the Code Red system on February 1st. Heidi Ryan offered to make a Facebook post on the District’s page about Code Red.

B. Newsletter Update – Rhea Williamson

This item was removed from the Agenda

C. Hydrant Committee Update – Tom Browning

The County is currently negotiating with the Church regarding the placement of the tank on their property with their next meeting scheduled for the 30th.

8. NEW BUSINESS

A. SCI Consulting Group Report - Pat Leach

This is an annual report from SCI displaying all property taxes collected for Measure Q and the original property tax assessment from the 1986 Fire Tax.

Rhea Williamson asked why the taxable parcel totals were different between Measure Q(1,811) and the 1986 Fire Tax(1,803). Pat Leach responded that there are less taxable parcels for the 1986 Fire Tax because some property owners had obtained exemption from the tax.

B. Annual Board Organization – Tim Tschantz

- i. **Selection of Board Chair** – Bruce Boyd
- ii. **Selection of Vice – Chair** – Samantha Hinrichs
- iii. **Selection of Treasurer** – Rhea Williamson
- iv. **Appoint of those Authorized to Sign Warrant Requests** – All Board Members, the Fire Chief, and the Deputy Fire Chief
- v. **Appointment of those Authorized to Sign Checks** – All Board Members, the Fire Chief, and the Deputy Fire Chief
- vi. **Finance Committee Membership** – Rhea Williamson, Pat Leach, Fire Chief (Deputy Chief has voting power in Fire Chief’s absence), Finance and Facilities Manager, and Liz Walsh
- vii. **Personnel Committee Membership** – Bruce Boyd, Tim Tschantz, and the Fire Chief
- viii. **Selection of Representative and Alternate to Nevada County Fire Agency (NCFA)** – Pat Leach, Bruce Boyd as Alternate
- ix. **Selection of Board Member Liaison to LAFCo** – Open
- x. **Selection of Board Member Liaison to Fire Safe Council** – Pat Leach
- xi. **Selection of Newsletter Editor** – Samantha Hinrichs
- xii. **Setting of Regular Board Meeting Dates** – 4th Tuesday of the month

Samantha Hinrichs moved to approve the Board Organization, Bruce Boyd seconded, motion passed by unanimous vote.

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

This was postponed to the February meeting.

D. Report on Closed Session

This was postponed to the February meeting.

9. NEXT MEETING: February 28, 2023 at 6:00 PM.

10. ADJOURNMENT: Meeting adjourned at 7:33 PM.

Heidi Ryan

Heidi Ryan, Board Secretary