

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, March 14, 2023

Final – Adopted April 25, 2023

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

STAFF: Jason Flores, Fire Chief; Tom Browning, Deputy Fire Chief; Lynn McGarva, Finance Manager; Heidi Ryan, Board Secretary

ABSENT: None

1. **CALL TO ORDER:** Meeting called to order at 6:02 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF March 14, 2023, REGULAR BOARD MEETING AGENDA**

Heidi Ryan pointed out that the second item in the consent calendar was missing its sub-heading, but there were in fact two items in the Consent Calendar.

Rhea Williamson moved to approve the March 14th Regular Board Meeting Agenda, Tim Tschantz seconded, motion carried by unanimous vote.

3. **PUBLIC COMMENT:**

Boyd Johnson provided a synopsis of the current developments in Rough and Ready Fire Protection District and asked the Board to follow the situation as well.

Liz Walsh referenced a flyer she received from CAL FIRE and asked if NSJ Fire was conducting community assessments. Although the Board is unable to respond to public comment, the Board chair offered to agendaize the discussion on the March 28th, 2023 Regular Board meeting.

4. **CONSENT CALENDAR:**

A. **Minutes of January 24, Regular Board Meeting**

B. **Correspondence from IRS (3)**

Rhea Williamson moved to approve the Consent Calendar, Pat Leach seconded, motion carried by unanimous vote.

5. **ANNOUNCEMENTS:**

None

6. **REPORTS**

A. **Chief's Report – Chief Jason Flores**

i. January 2023 Statistics

Total calls for January 2023 were 21.

Tim Tschantz asked if the snowmobile is available for mutual aid. Chief Flores responded that it has gone on mutual aid calls, primarily to the North of the District. Casey Fites-Kaufman added that the difficulty in sending the snowmobile out of District is due to the limited number of personnel qualified and capable of operating the equipment.

Rhea Williamson asked what the Public Education training was. Chief Flores responded that it was a visit to the Little Acorns Preschool.

ii. Current Department Activity

- Completing vehicle maintenance.
- Recent demo on battery powered extrication equipment.
- Rob Riley will be coming back to teach medical CE's beginning in June.
- Calls relating to the recent snow storm/weather event will be discussed at the next few meetings.
- Tom Browning reminded the Board that he is still on light duty following his knee surgery in January. The firefighters organized a meal train for Tom and his wife during his initial recovery.

iii. New Firefighter Introductions

The following firefighters were introduced to the Board: Uma Bottaro, Cameron Shay, Michael Maurin, Eugene Lehman, Casey Fites-Kaufman, Sambhava Burke, Alejandro Rodriguez, and Badri Matlock. Except for Casey, these individuals have joined the department after the start of the Covid-19 Pandemic.

B. Treasurer's Report – Lynn McGarva

i. Financials- January 2023: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Lynn McGarva presented the financial reports for January 2023.

Pat Leach moved to approve the January 2023 financial reports as presented, Samantha Hinrichs seconded, motion carried by unanimous vote.

ii. Finance Committee Report

Lynn McGarva informed the Board that the Finance Committee met towards the beginning of February to discuss the proposed budget revisions as well as applying a COLA to Measure Q.

iii. Proposed Budget Revision

Tom Browning presented the proposed budget revisions for FY 2022-23.

Samantha Hinrichs moved to approve the Proposed Budget Revision for FY 2022-23, Pat Leach seconded, motion carried by unanimous vote.

C. Firefighters Association Report – Badri Matlock

- Drive-Through enchilada fundraiser on April 28th.

- The Association is interested in purchasing battery powered extrication equipment.
- The Association is purchasing new hats for all the firefighters.

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

The Fire Safe Council is holding a fundraiser for FireWise Communities on June 3rd at Lake Wildwood’s Commodore Park. All proceeds will go to the FireWise Communities.

Pat Leach presented a map of Nevada County highlighting all 91 FireWise Communities, 13 of which are on the Ridge. Pat’s goal is to continue encouraging all areas on the Ridge to become FireWise communities.

E. NCFA Report – Pat Leach.

No meeting to report on.

7. OLD BUSINESS

A. Preparing for Large Fires Discussion – Tim Tschantz

Tim Tschantz has hung Code Red flyers throughout the District. Tim contacted Nevada County OES for guidance on preparing for large fires. A discussion ensued regarding current and proposed fuel breaks in the District.

Heidi Ryan suggested another Open House event.

Tom Browning announced that JoAnn Fites-Kaufman is currently applying for a grant to train burn bosses. Rhea Williamson suggested we host a workshop on how to write burn plans and suggested enlisting JoAnn’s help.

Boyd Johnson suggested the Operations and Personnel Manager could send the board packet to all the 13 FireWise Communities. This contact list could be used to share and inform the recipients of other pertinent fire department information as well.

B. Newsletter Update – Samantha Hinrichs

Samantha Hinrichs announced that the Newsletter is coming along and should be distributed within the next week or two.

C. Hydrant Committee Update – Tom Browning

The next step is to get the easement approved by the United Methodist Church. The church has some legitimate concerns, but the County is leading the negotiations for this project. However, Tom has been reassured that delays in the project’s development will not affect the funding. Construction should begin this summer. The NSJFPD Board needs to be prepared to negotiate the contract for the well on District grounds that will be needed for the project.

D. Station 3 Flooring Quotes – Jason Flores

Chief Flores presented the quotes that now include the specification sheets for the products provided in the quotes.

Samantha Hinrichs moved to award the bid to KM Flooring, Rhea Williamson seconded, motion passed by the following roll call vote:

Samantha Hinrichs – Aye
Rhea Williamson – Aye
Pat Leach – Aye
Tim Tschantz – Aye
Bruce Boyd – Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

E. Water Storage Committee – Bruce Boyd

Bruce Boyd announced that the Committee put together two bid packages for the Board to consider; one to purchase supplies, and one for the installation of the tanks. However, community members on Cruzon Grade have offered to complete all the work to install the tanks. So, instead of going to bid for the install of the water tanks, staff will just need to purchase supplies needed, including the tanks. This is no longer an action item. Bruce Boyd will contact Covert’s Pump Service to get a supplies list.

Rhea Williamson asked to have a written commitment between the District and the residents offering to install the tanks.

8. NEW BUSINESS

A. 2021-22 Audit – Tom Browning

Tom Browning announced that the audit looks good without any problems identified.

Rhea Williamson asked about the “Other Matters” paragraph on page 2. Lynn McGarva responded that this statement is included because we did not include the last three year’s financial statements with this audit.

Boyd Johnson asked what the auditor thinks of IRS penalties. Lynn McGarva responded that the auditor looks at all payments and reads all Board minutes of the year he is auditing, so he is aware if there are penalties paid to the IRS.

Rhea Williamson moved to approve the FY 2021-22 Audit prepared Pehling’s PnPCPA, Samantha Hinrichs seconded, motion carried by the following roll call vote:

Samantha Hinrichs – Aye
Rhea Williamson – Aye
Pat Leach – Aye
Tim Tschantz – Aye
Bruce Boyd – Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

B. Board Goals – Bruce Boyd

This item has been moved to the March 28th Regular Board meeting.

C. Resolution 2023-01 Apply COLA to Measure Q Rate – Tom Browning

Tom Browning announced that the Finance Committee discussed applying a COLA to Measure Q at their February meeting. The current inflation rate is 4.2%. In keeping with the language of Measure Q when it was adopted, the Finance Committee is recommending applying a 3% COLA to Measure Q for FY 2023-24.

i. Public Hearing: Opened at 7:47

Boyd Johnson noted that a COLA can be applied to Measure Q annually, last year was the first time the District voted to apply a COLA to the special tax. If this is your only opportunity to increase your special taxes, the Board should be doing this annually to account for the increased costs of operating.

Liz Walsh added that although she does not like to see her taxes increase, she acknowledges that a 3% COLA does feel like a small amount.

Public Hearing is closed at 7:47 PM

ii. Board Discussion/Adoption:

Tom Browning noted that no one on the Finance Committee wants to raise taxes, but the cost of doing business is increasing. Half of our firefighters do not have NFPA compliant turnouts and half of our fleet have exceeded their recommended In-Service years. This is a relatively small amount of money, but it can be used to start replacing those items.

Bruce Boyd suspended the reading of the Resolution.

Pat Leach moved to approve Resolution 2023-01, Samantha Hinrichs seconded, motion passed by the following roll call vote:

Samantha Hinrichs – Aye
Rhea Williamson – Aye
Pat Leach – Aye
Tim Tschantz – Aye
Bruce Boyd – Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

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

E. Report on Closed Session

The Board received an evaluation on the Fire Chief and were very pleased. No action was taken.

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

10. ADJOURNMENT: Meeting adjourned at 8:40 PM.

Heidi Ryan

Heidi Ryan, Board Secretary