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 23, 2023, 6:00 PM
AGENDA

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 May 23, 2023 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.*

4. **MINUTES**

Action
   - **A.** Minutes of April 25, 2023 Regular Board Meeting 🕮

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.** Board Chair Report – Bruce Boyd
     - **i.** Correspondence
   - **B.** Chief's Report – Jason Flores
     - **i.** April 2023 Statistics 🕮
     - **ii.** Current Department Activity
     - **iii.** Bridgeport Pre-Plan
   - **C.** Treasurer's Report – Rhea Williamson

Action
     - **i.** Financials- April 2023: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮
     - **ii.** Finance Committee Meeting Report

Action
     - **iii.** FY 2023-23 Preliminary Budget 🕮

Action
     - **iv.** Funds Transfer Authorization 🕮
   - **D.** Firefighter Association Report – Chris Rainville
   - **E.** Fire Safe Council/FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
   - **F.** NCFA Report – Pat Leach

7. **OLD BUSINESS**
   - **A.** Preparing for Large Fires Discussion – Tim Tschantz
   - **B.** Hydrant Committee Update – Tom Browning
   - **C.** Water Storage Committee – Rhea Williamson

8. **NEW BUSINESS**
   - **A.** First Reading: Fire Chief's Job Description – Jason Flores 🕮
   - **B** Administrative Deputy Chief – Bruce Boyd

Action
   - **C.** Resolution 2023-02 Amended and Restated Joint Powers Agreement of Fire Risk Management Services – Heid Ryan 🕮

9. **NEXT MEETING: June 27, 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
April 25, 2023

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 25, 2023
Draft

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Rhea Williamson, Treasurer; Pat Leach
STAFF: Jason Flores, Fire Chief; Tom Browning, Deputy Fire Chief; Lynn McGarva, Finance Manager; Heidi Ryan, Board Secretary

ABSENT: Tim Tschantz

1. **CALL TO ORDER:** Meeting called to order at 6:05 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF April 25, 2023, REGULAR BOARD MEETING AGENDA**
   Rhea Williamson moved to approve the April 25th Regular Board Meeting Agenda with item 7.A removed, Pat Leach seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   Liz Walsh thanked the Board for the newsletter.

   Boyd Johnson shared a report on the recent LAFCO meeting regarding the Rough and Ready Fire Protection District dissolution. Boyd also provided copies of a NFPA demographic review of fire departments across the nation.

4. **MINUTES:**
   A. **Minutes of March 14th, Regular Board Meeting**
      Rhea Williamson moved to approve the Minutes of March 14, Samantha Hinrichs seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Rhea Williamson recently visited Sonoma County and viewed the fire scars from 2020. It appears FireWise Communities are not well known or utilized in Sonoma County.

   Rhea Williamson recently completed the Ethics training and was informed that Board Members cannot be mentioned in newsletters. Also, if a Board member recuses themselves from a motion, they are no longer allowed to discuss the item at all.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**

Tim Tschantz father recently passed. Community member Lin Bracket recently passed as well.

Bruce listed the names of all individuals who helped with the flooring project and office paint: Rich Mead, Andy Guetebier, Chris Rainville, Michael Maurin, Uma Bottaro, Cameron Shay, Badri Matlock, Casey Fites-Kaufman, Micah Gross, Jason Flores, Heidi Ryan, and Alejandro Rodriguez. Additionally, Chris Rainville and Forrest Simpson fixed the residence door at Station 3, saving the District roughly $6,000 in repair costs.

Bruce asked for a volunteer from the Board to assist in updating the employee evaluation process. Samantha Hinrichs volunteered to assist.

i. **Correspondence from IRS**

The IRS needs another 60 days to settle our case.

B. Chief's Report – Chief Jason Flores

i. **February and March 2023 Statistics**

Chief Flores provided a summary of the February and March 2023 statistics.

ii. **Current Department Activity**

- Three individuals attended First Aid/CPR training.
- We have a few firefighters interested in becoming certified instructors for First Aid and CPR.
- Three individuals attended a Forest Service Basic 32 wildland class, they still need their field training.
- Burn permits are available online.
- Planned prescribed burns on the Ridge in the next few weeks.
- Working on a cooperative agreement with the US Forest Service.
- Yuba River Chief's meeting coming up on Friday, will be discussing cooperative agreements with our neighbors to the North.
- Brandi Dudek is stepping down as Fire Chief of Camptonville Fire Protection District.
- Training is currently focused on wildland fire.
- Fire personnel are using Google Sheets to determine and communicate availability and duty coverage. Tom and Jason plan to send out no more than 7 individuals at one time during fire service.
- North San Juan Fire had a good showing at the Hotshot Half last weekend.

Samantha Hinrichs asked about Swiftwater rescue training with the high levels of the Yuba River this year. Chief Flores responded that he has discussed Swiftwater rescue training with Josh Sundae of Nevada County Consolidated. No official training planned yet. Samantha asked to have a post created regarding river safety on the District's facebook page. Tom Browning mentioned that there is a public education event planned for May 17th that will involve NSJ Fire, Nevada County Consolidated Fire Protection District, Washington Fire Protection District, Penn Valley Fire Protection District, and State Parks to get the word out about the danger of the river. Additionally, State Parks is installing two porta-potties at Purdon Crossing that will be pumped on Fridays and Mondays.

Samantha Hinrichs asked if North San Juan Fire could put on a public CPR class. Chief Flores said he will try to get one scheduled.

iii. **New Firefighter Introductions**

The following firefighters were introduced to the Board: Micah Gross and Kamala Chen See.

C. **Treasurer's Report – Lynn McGarva**

i. **Financials- February and March 2023: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card**

Rhea Williamson presented the financial reports for February and March 2023.

Rhea Williamson moved to approve the February 2023 cash disbursements as presented, Samantha Hinrichs seconded, motion carried 4-0-0-1.

Liz Walsh asked if the District accrues the strike team revenue. Lynn McGarva responded that the District does accrue strike team revenue. If we go beyond the end of the fiscal year, the revenue will be claimed as receivable.

Pat Leach moved to approve the March 2023 cash disbursements as presented, Samantha Hinrichs seconded, motion carried 4-0-0-1.

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

Tom Browning presented the FY 2022-23 Year-to-Date Budget vs. Actuals. This is information only, no action required.

D. **Firefighters Association Report – Badri Matlock**

- Drive-Through enchilada fundraiser this Saturday, April 28th. The event includes a raffle.
- Purchased personalized hats for firefighters.

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

90 FireWise Communities in the County now. 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 FireWise Communities. The NFPA program manager will be attending the event.

F. **NCFA Report – Pat Leach.**

No meeting to report on.

7. **OLD BUSINESS**

A. **Preparing for Large Fires Discussion – Tim Tschantz**

This item was removed from the agenda.

B. **Hydrant Committee Update – Tom Browning**

Tom Browning announced that the negotiations between the United Methodist Church and the County have finished, and the project continues to move forward.

C. **Water Storage Committee – Rhea Williamson**

i. Water Tanks and Materials Bid Award – Bruce Boyd
Bruce Boyd announced that we only received a bid from one vendor, A to Z supply. There appears to be at least one discrepancy between materials that we requested and what A to Z listed in their quote.

Rhea Williamson moved to award the bid to A to Z supply, Pat Leach seconded, motion passed by roll call vote as follows:
Samantha Hinrichs – Aye
Rhea Williamson – Aye
Pat Leach – Aye
Tim Tschantz – Absent
Bruce Boyd – Aye

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

ii. Acknowledgement and Easement – Bruce Boyd
This is required to fire the easement with the County. The easement will grant fire department access to the water storage tanks on Rich Mead's property. It will cost $240 to record the easement.

Samantha Hinrichs moved to approve the certificate of acceptance for easement on the property of Rich Meads, Rhea Williamson seconded.

Discussion: Rhea Williamson asked if this motion means the Board is approving an incomplete document? Bruce Boyd replied that the Board is approving moving forward with obtaining the easement on the Rich's property. The final document will be signed by the Board Chair.

Motion carried 4-0-0-1

8. NEW BUSINESS

A. Fire Chief's Contract – Bruce Boyd
Bruce Boyd announced that the Personnel Committee met with Chief Flores and agreed no changes to the contract were required. The group agreed on a $100 a month increase to the Fire Chief's monthly stipend.

Rhea Williamson moved to approve the Fire Chief's contract for 2023-24 retroactive to January 1, 2023, Pat Leach seconded, motion carried by the following roll call vote:

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

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

B. Station 3 Door Repair – Tom Browning

Chris Rainville and Forrest Simpson repaired the door, no further action needed.

C. **Cherry Festival Encroachment Permit – Heidi Ryan**
Rhea Williamson moved to approve the encroachment permit for the 2023 Cherry Festival, Pat Leach seconded, motion carried 4-0-0-1

D. **Community Fire Preparedness Discussion – Liz Walsh**
Liz Walsh presented a document she received from CAL OES regarding community risk reduction. Liz Walsh asked if North San Juan Fire Protection District can assist her community in ensuring all neighbors work to maintain defensible space. Deputy Chief Browning responded that North San Juan Fire is not able to patrol neighborhoods to conduct risk assessments or to conduct LE-100 inspections. Chief Browning offered to call the County and ask them to conduct an inspection in Liz's neighborhood.

E. **Public Outreach – Rhea Williamson**
Rhea Williamson would like to see an increase in public outreach, in addition to regular newsletters. Some ideas include an annual Open House, visits to local schools, giving out life vests at river crossings. Bruce Boyd asked Rhea to put together a calendar of public outreach events to present to the Board and Fire Chiefs. Angela Flores offered to assist Rhea.

F. **Board Goals – Samantha Hinrichs**
Bruce Boyd: Water tank project; develop new evaluation policies; update job descriptions.
Pat Leach: Increase the number of FireWise Communities.
Samantha Hinrichs: Equipment for fire season; District coverage for fire season.
Rhea Williamson: Public outreach; Water tank process; allocating funds.

G. **CLOSED SESSION; Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluation: Operations and Personnel Manager**

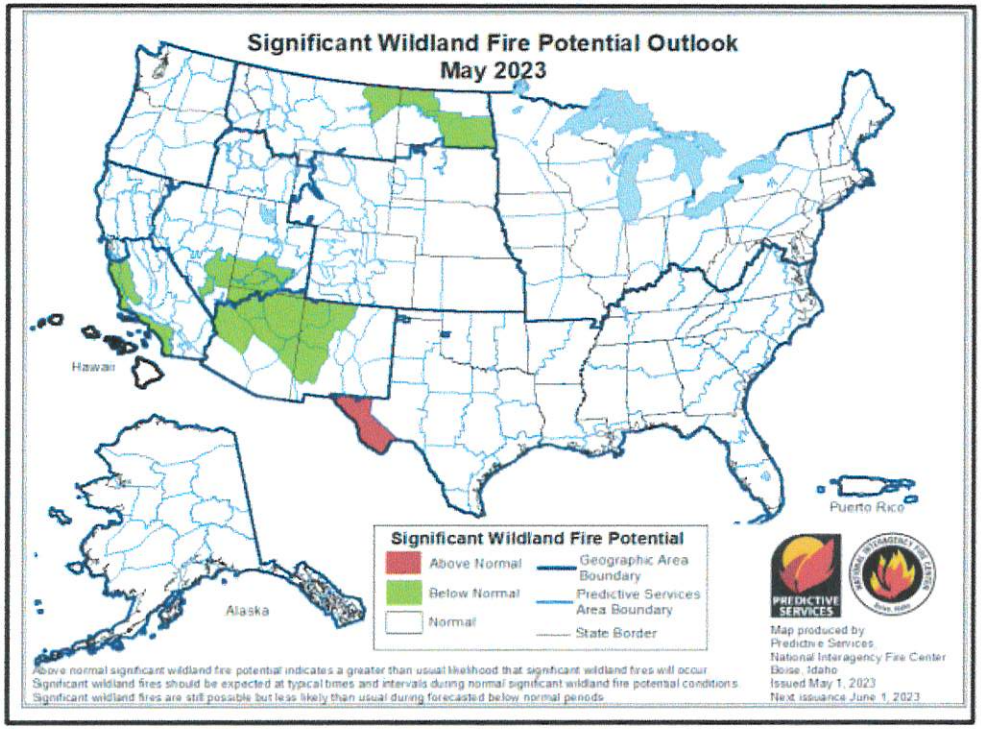
H. **Report on Closed Session**
The Board received an evaluation of the Operations and Personnel Manager and were very pleased. No action was taken.

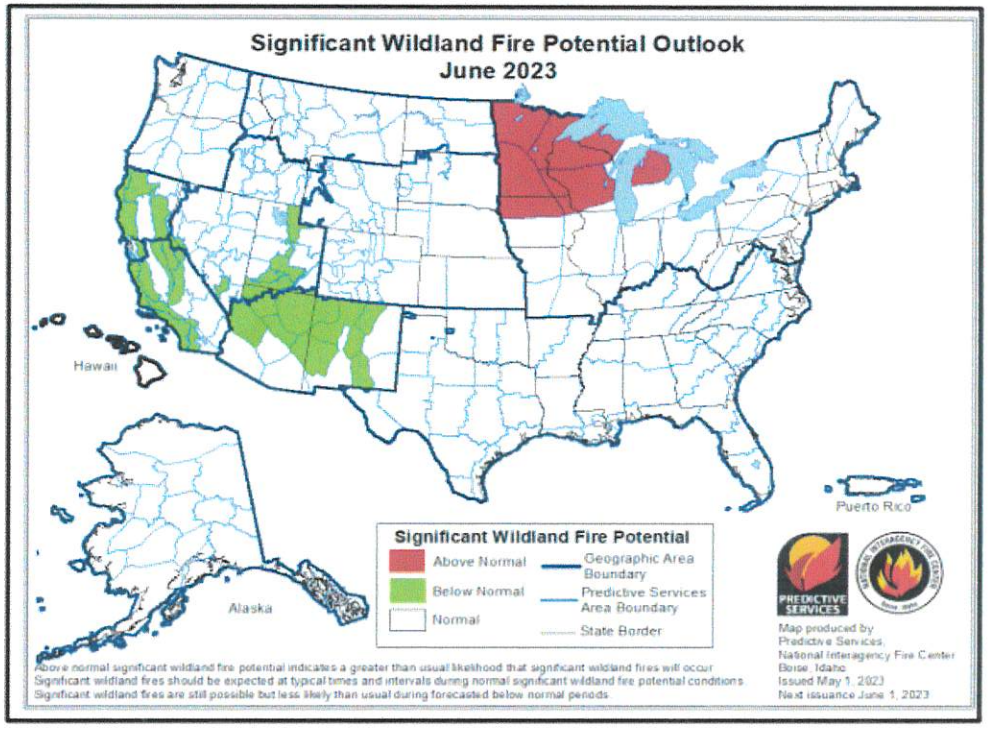
9. **NEXT MEETING:** May 23, 2023 at 6:00 PM.
10. **ADJOURNMENT:** Meeting adjourned at 8:30 PM.

Heidi Ryan
Heidi Ryan, Board Secretary

6.A

Board Chair Report


Significant Wildland Fire Potential Outlook
May 2023
Hawaii
Alaska
Puerto Rico
Significant Wildland Fire Potential
Above Normal
Below Normal
Normal
Geographic Area Boundary
Predictive Services Area Boundary
State Border
Map produced by
Predictive Services
National Interagency Fire Center
Boise, Idaho
Issued May 1, 2023
Next issuance June 1, 2023
Above normal significant wildland fire potential indicates a greater than usual likelihood that significant wildland fires will occur.
Significant wildland fires should be expected at typical times and intervals during normal significant wildland fire potential conditions.
Significant wildland fires are still possible but less likely than usual during forecasted below normal periods.


Significant Wildland Fire Potential Outlook
June 2023
Hawaii
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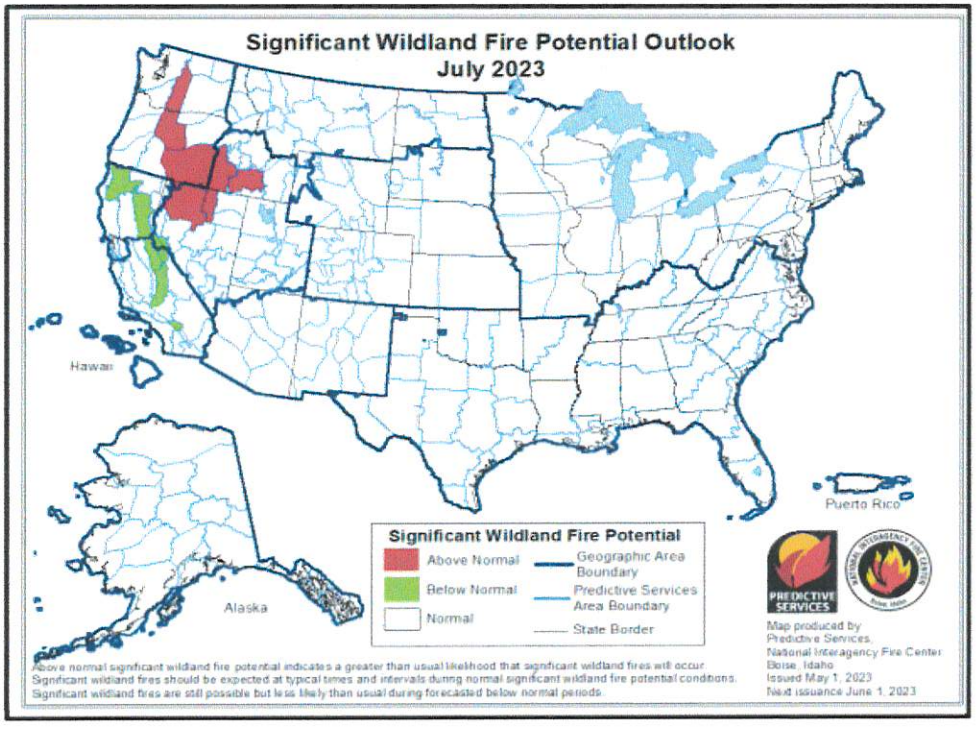
Significant Wildland Fire Potential Outlook
July 2023
Hawaii
Alaska
Puerto Rico
Significant Wildland Fire Potential
Above Normal
Below Normal
Normal
Geographic Area Boundary
Predictive Services Area Boundary
State Border
Map produced by
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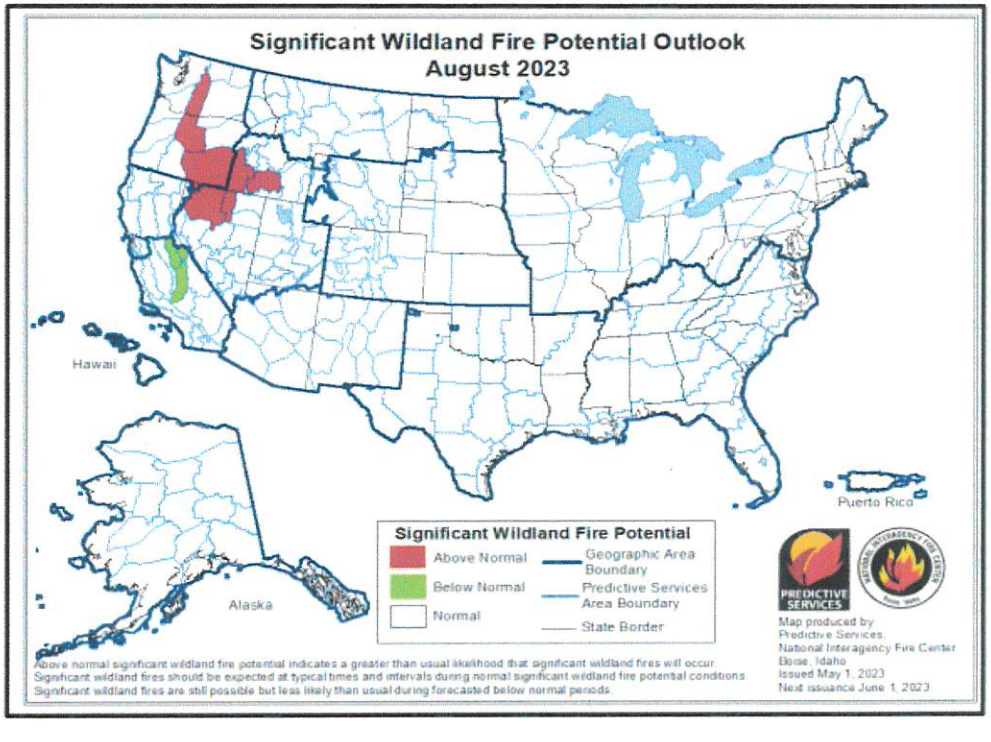
Significant Wildland Fire Potential Outlook
August 2023
Hawaii
Alaska
Puerto Rico
Significant Wildland Fire Potential
Above Normal
Below Normal
Normal
Geographic Area Boundary
Predictive Services Area Boundary
State Border
Map produced by
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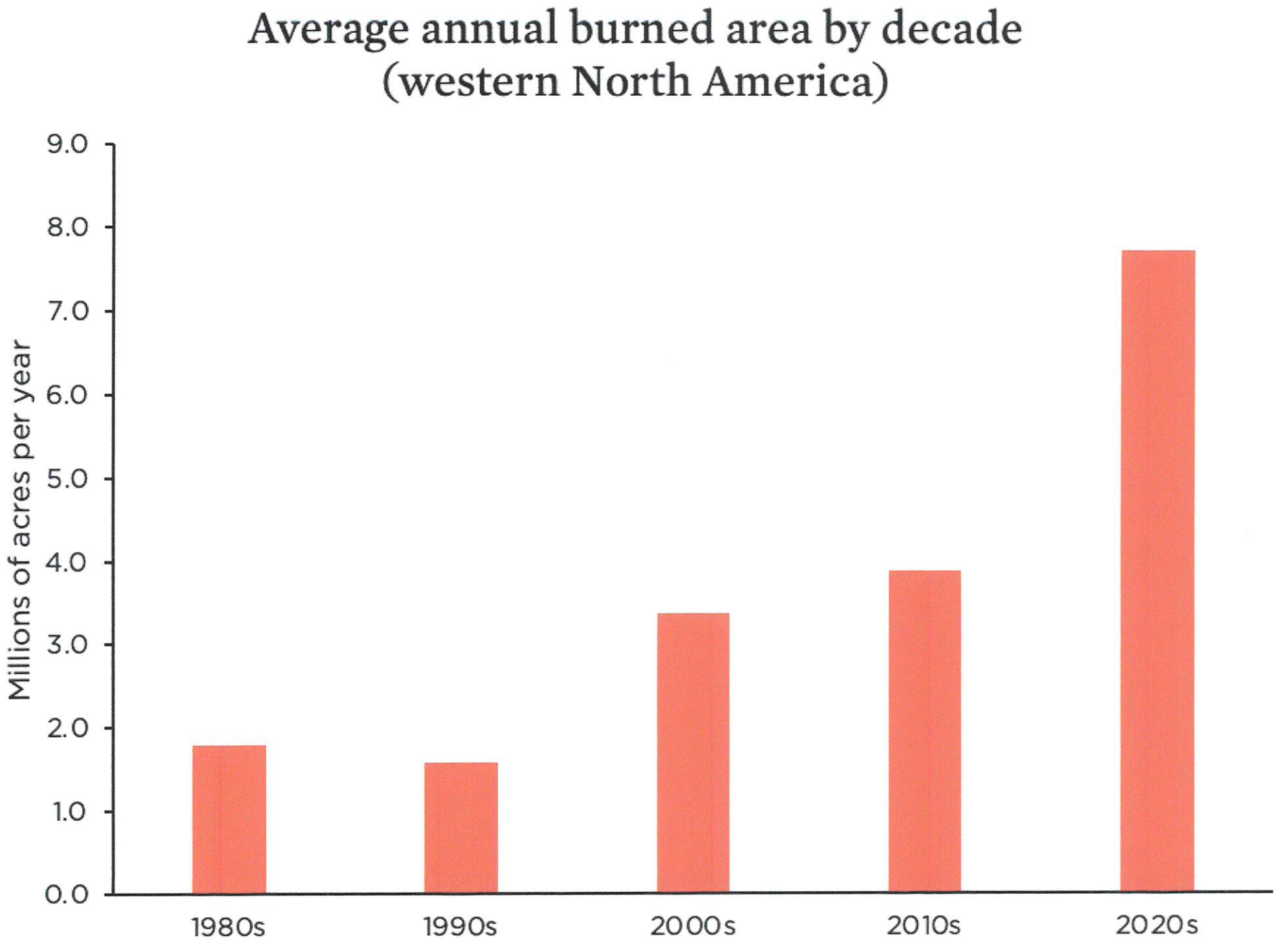

Average annual burned area by decade
(western North America)
Millions of acres per year
9.0
8.0
7.0
6.0
5.0
4.0
3.0
2.0
1.0
0.0
1980s
1990s
2000s
2010s
2020s

6.B.i

April 2023
Statistics

NSJFPD INCIDENT RESPONSE DETAIL - April 2023

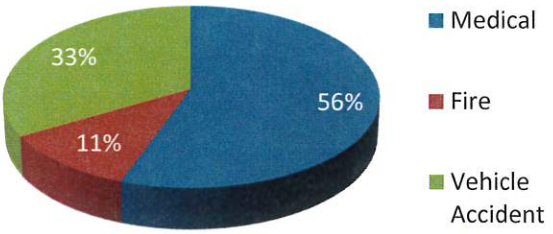
Date	Type	Location	Minutes	Responders	Total Mins	Notes	Out of District Responses	Response Time
4/3	Medical Aid	Miller (009711)	84	1	84	Patient Contact		18
4/3	Medical Aid	Purdon (009748)	40	1	40	SNMH Transport		14
4/4	Medical Aid	Long Point (009797)	66	2	132	SNMH Transport		49
4/4	Medical Aid	Tyler Foote (009895)	66	1	66	Non-Injury		27
4/5	Vehicle Fire	Hwy 49 (009916)	11	2	22	Canceled	*	
4/6	Medical Aid	Purdon (010057)	47	1	47	Patient Contact		11
4/7	Medical Aid	Purdon (010093)	67	2	134	SNMH Transport		9
4/7	Medical Aid	Sages (010115)	53	3	159	SNMH Transport		12
4/8	Medical Aid	Camp Ros Relles (010193)	66	4	264	SNMH Transport		23
4/9	Medical Aid	Hwy 49 (010249)	16	2	32	Canceled	*	
4/9	Medical Aid	Purdon (010293)	47	2	94	SNMH Transport		10
4/13	Medical Aid	Birchville (010657)	36	3	108	SNMH Transport		11
4/13	Medical Aid	Murphy (010671)	42	2	84	SNMH Transport		12
4/14	Medical Aid	Flume (010819)	47	3	141	SNMH Transport		18
4/16	Medical Aid	Bear Canyon (010916)	62	3	186	SNMH Transport		23
4/16	Medical Aid	Tyler Foote (010921)	35	3	105	SNMH Transport		35
4/19	Medical Aid	Bridgeport (011220)	51	3	153	staged		30
4/19	Medical Aid	Hwy 49 (011222)	51	4	204	SNMH Transport		40
4/19	Medical Aid	Hwy 49 (011222)	12	4	48	Patient Contact		1
4/19	Medical Aid	Long Point (011224)	57	6	342	SNMH Transport		25
4/20	Medical Aid	Brem (011299)	53	1	53	SNMH Transport		12
4/21	Vehicle Accident	Pleasant Valley (011393)	23	3	69	Unable To Locate		
4/22	Medical Aid	Pleasant Valley (011444)	15	1	15	Canceled		
4/22	Vehicle Accident	Hwy 49 (011520)	17	5	85	Unable To Locate		
4/26	Vehicle Accident	Hwy 49 (011859)	8		0			
4/26	Wildland Fire	Rainbows End (011881)	303		0			23
4/27	Debris Check	Mill St (012010)	99	3	297	Extinguished	*	26
4/28	Wildland Fire	Old Hwy 49 (012058)	110	3	330	Extinguished		33
4/28	Medical Aid	Tyler Foote (012081)	46	2	92	Patient Contact		16
4/28	Medical Aid	Hwy 49 (012110)	41	6	246	CHP Transport		11
4/28	Medical Aid	Helm (012112)	22	6	132	No Medical Need		
4/28	Medical Aid	Kailash (012118)	47	4	188	SNMH Transport		16
4/29	Medical Aid	Pleasant Valley (012174)	52	4	208	SNMH Transport		13
4/29	Medical Aid	Drunken Miners (012207)	55	4	220	Patient Contact		14
4/30	Medical Aid	Pine Grove (012242)	43	2	86	SNMH Transport		19
4/30	Medical Aid	Tyler Foote (012247)	49	2	98	SNMH Transport		29
4/30	Wildland Fire	Kilham (012270)	223	7	1561	Extinguished		
					0			

Total Calls:	**37**
Total Man Hours:	**102.08**
Average FF/Call:	**2.8**

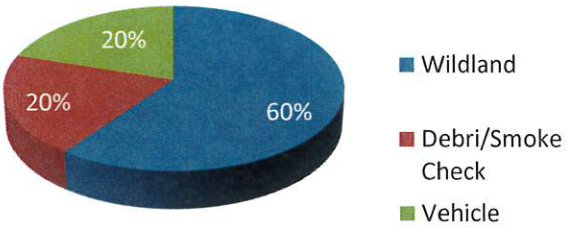
avg response time 10 (15)

North San Juan Fire Department
Call Details
April 2023

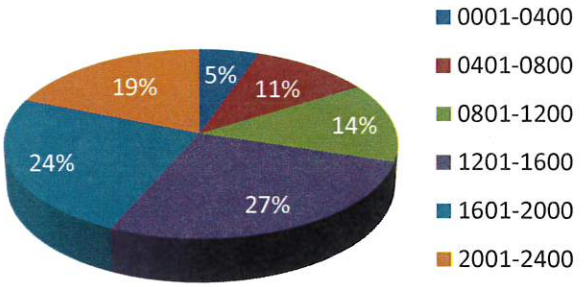
Call Type



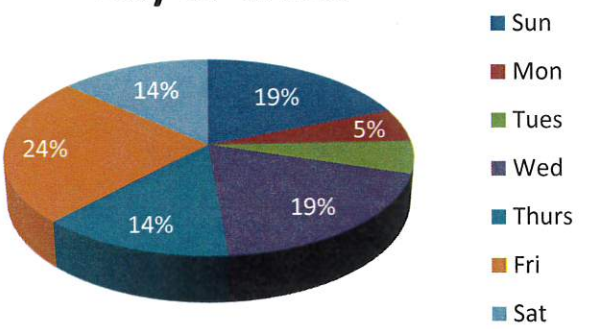
Fire Type



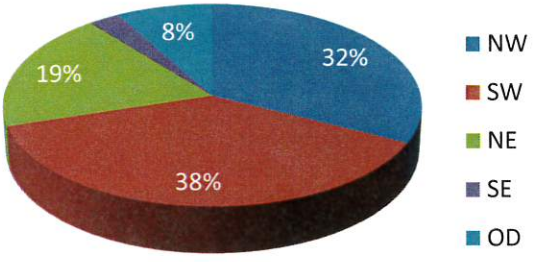
Time of Day

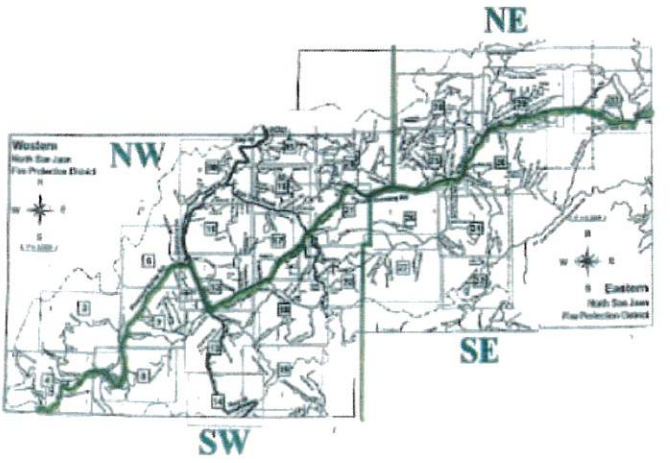


Day of Week

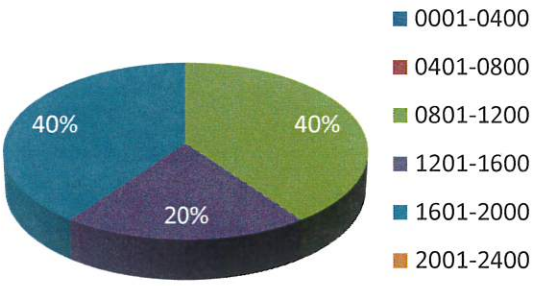


District Area

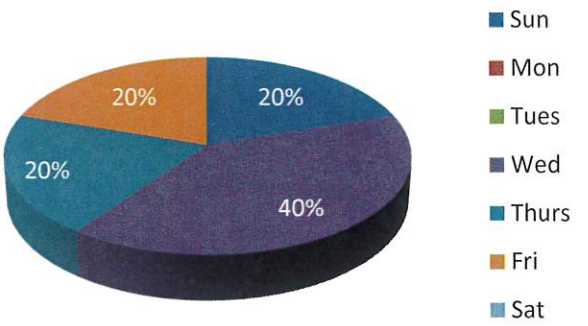




Fire: Time of Day



Fire: Day of Week



NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2023 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	9	16	28	29									**82**
Vehicle Accident	6	2	7	3									**18**
Fire - Structure	3	3	1										**7**
Fire - Wildland		1		3									**4**
Fire - Structure/Wildland													**0**
Fire - Vehicle			1	1									**2**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	1												**1**
Fire - Debris Check		1		1									**2**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard			4										**4**
Public Assist	2	2	2										**6**
Other													**0**
Totals:	**21**	**25**	**43**	**37**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**126**

Previous Years Summary				
2023	**2022**	**2021**	**2020**	**2019**
82	224	215	188	189
18	45	69	44	50
7	14	22	8	7
4	18	31	23	9
0	5	0	0	0
2	7	7	6	13
0	1	0	0	1
1	17	32	30	8
2	0	0	1	31
0	0	0	1	0
0	1	0	0	2
0	4	8	2	0
4	5	12	12	19
6	16	15	10	13
0	4	4	5	5
126	**361**	**415**	**330**	**347**

2023 Monthly Totals:	**21**	**25**	**43**	**37**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**126**
2022 Monthly Totals:	23	25	29	23	37	25	35	40	32	27	31	34	**361**
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**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4	4	4	4									**16**
Special Training	1		1										**2**
External Training													**0**
Work Party													**0**
Public Education		1											**1**
Public Service													**0**
Totals:	**5**	**5**	**5**	**4**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**19**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2023 Monthly Totals:	2	3	5	3									11
2022 Monthly Totals:	1	3	5	3	5	1	3	3	3	3	0	2	31
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**

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April 2023
Financials

NSJ Fire Protection District

Funds Summary

Period Ending 04/30/2023

	April 30, 2023
Current Assets	
Tri-Counties Bank (Petty Cash)	**$ 350.00**
6720 General Fund	**$ 126,410.22**
GF Capital Equipment Fund	**$ 400,000.00**
GF Improvement Fund	**$ 300,000.00**
GF Reserves	**$ 200,000.00**
6717 Measure Q	**$ 255,331.58**
Measure Q Reserves	**$ -**
6777 Mitigation	**$ 23,367.43**
Total Current Assets	**$ 1,305,459.23**

Account	Beginning Balance	Deposits	Expenses	Balance of Account
Tri-Counties (Petty Cash)	$ 350.00	$ -	$ -	$ 350.00
Total Petty Cash				**$ 350.00**
General Fund	$ 1,024,812.21	$ 84,814.40	$ (983,216.39)	$ 126,410.22
GF Equipment Fund	$ -	$ 400,000.00		$ 400,000.00
GF Improvement	$ -	$ 300,000.00		$ 300,000.00
GF Reserves	$ -	$ 200,000.00		$ 200,000.00
Total 6720 General Fund				**$ 1,026,410.22**
Measure Q Fund	$ 210,794.94	$ 44,536.64		$ 255,331.58
Measure Q Reserve Fund				
Total 6717 Measure Q Fund				**$ 255,331.58**
Mitigation Fund	$ 23,367.43			$ 23,367.43
Total Mitigation Fund				**$ 23,367.43**

Assests as of April 30, 2023 $ 1,305,459.23

NSJ Fire Protection District
General Fund Deposit Detail
April 2023

	Date	Account	Amount
	04/05/2023	10720 · 6720 General Fund	3,810.94
		44960 · Prop 172 Public Safety	-3,810.94
TOTAL			-3,810.94
	04/10/2023	10720 · 6720 General Fund	62,204.58
		40010 · Current Secured Tax	-62,204.58
TOTAL			-62,204.58
	04/18/2023	10720 · 6720 General Fund	75.00
		46180 · Donations	-75.00
TOTAL			-75.00
	04/18/2023	10720 · 6720 General Fund	17,610.80
		40310 · Special Assessments	-17,610.80
TOTAL			-17,610.80
	04/28/2023	10720 · 6720 General Fund	9.87
		40030 · Current Unsecured Tax	-9.87
TOTAL			-9.87
	04/28/2023	10720 · 6720 General Fund	2.33
		40040 · Prior Unsecured Tax	-2.33
TOTAL			-2.33
	04/28/2023	10720 · 6720 General Fund	1,086.59
		40170 · Supplemental Secured Tax	-1,086.59
TOTAL			-1,086.59
	04/28/2023	10720 · 6720 General Fund	14.22
		40180 · Supplemental Unsecured Tax	-14.22
TOTAL			-14.22
	04/28/2023	10720 · 6720 General Fund	0.07
		40280 · Supplemental Prior Unsecured	-0.07
TOTAL			-0.07
		Total Deposits	$ 84,814.40

NSJ Fire Protection District

Donations

April 2023

Donations

4/18/2023	Mariana Nielsen	$ 75.00
	Total Donations:	$ 75.00

NSJ Fire Protection District

General Fund Expenditures

April 2023

	Date	Name	Memo	Paid Amount
1	04/19/2023	US Postmaster	Annual Box Rent	178.00
2	04/19/2023	Sierra Family Medical Clinic	FF Physical/ Vaccines	77.00
3	04/19/2023	Sierra Family Medical Clinic	FF Physical/ Vaccines	138.00
4	04/19/2023	Sierra Family Medical Clinic	FF Physical/ Vaccines	193.00
5	04/19/2023	Department of Forestry & Fire	1st Qtr (Calender Year) Co-op Agree	3,822.53
6	04/19/2023	Department of Forestry & Fire	2nd Qtr (Calender Year) Co-op Agree	4,296.17
7	04/19/2023	sierra Office Systems (APi Marketing)	Newsletter	2,497.23
8	04/19/2023	Wind, Rachel	Cleaning of Station 1	128.82
9	04/19/2023	Colantuono, Highsmith & Whatley, PC	General Legal Counsel	60.00
10	04/19/2023	AT&T CALNET 3	Telephone Service	202.49
11	04/19/2023	PG&E	Stations I and 2 (Paid on Same Bill)	110.87
12	04/19/2023	US Bank / Cal Card	See Cal Card Charges	1,143.91
13	04/19/2023	Clientworks	Resolved Email Issues	52.50
14	04/19/2023	Clientworks	Configure Laptops	157.50
15	04/20/2023	OCCU-MED	FF Drug Test	47.50
16	04/20/2023	Fire Districts Assn of California	April Life Ins	176.16
17	04/20/2023	Fire Districts Assn of California	May Life Ins	186.70
18	04/20/2023	House of Print & Copy	ID Cards	20.07
19	04/20/2023	Boyett Petroleum	Fuel	341.95
20	04/20/2023	Boyett Petroleum	Fuel	422.54
21	04/20/2023	Colantuono, Highsmith & Whatley, PC	General Legal Counsel	380.00
22	04/20/2023	Northern Sierra Propane	Station 3 Propane	691.49
23	04/20/2023	Verizon Wireless	Tablets Monthly Charge	60.86
24	04/20/2023	ACC Business	Broadband	487.79
25	04/20/2023	Mescher Door Company	Bay Door Repair (Replace Wire)	913.00
26	04/20/2023	Gold Country Copier, Inc.	Copier Agreement	71.03
27	04/21/2023	OCCU-MED	FF Drug Test	47.50
28	04/21/2023	Boyett Petroleum	Fuel	184.89
29	04/21/2023	Atwood Insurance	Annual Pmt April 2023-April 2024	45,668.00
30	04/21/2023	NFPA	Membership	175.00
31	04/21/2023	Northern Sierra Propane	Propane Station 1	283.66
32	04/21/2023	Northern Sierra Propane	Propane for Station #3	528.17
33	04/24/2023	Admin Clerical/Chief	April Payroll	4,227.45
34	04/24/2023	FF 3rd Qtr Payroll	3rd Qtr Payroll	11,838.90
35	04/26/2023	EDD	State Payroll Taxes	279.71
36	04/26/2023	IRS	Federal Payroll Taxes	3,126.00
TOTAL				**83,216.39**

NSJ Fire Protection District

CAL Card/US Bank Changes Ending March 22, 2023

Date	Name	Memo	Amount
02/23/2023	Staples	2 Mouse, Pads, Presentation Cove	154.75
02/27/2023	Fire Safety USA	Annual Dues/ Subscription	67.90
02/27/2023	JP Custom Leatherworks	Reflective Radio Combo Holster	182.42
03/01/2023	Pay Pal - Ebay	Winch Replacement Parts	30.14
03/01/2023	Column HTTPS (The Union Newspaper)	Measure Q Increase Publications	131.60
03/03/2023	Dish Network	Residence TV	97.65
03/03/2023	Microsoft 365	Office 365 License	106.70
03/03/2023	Staples	Paper Towels for Kitchen and Bath	215.61
03/11/2023	Zoom	Monthly Video Meeting Charge	15.99
03/11/2023	GoDaddy	Annual Website Charge	49.15
03/12/2023	Microsoft 365	Office 365 License	92.00
		Total Charges	1,143.91
			1,143.91
			1,143.91
		Total Paid 04/19/2023	**1,143.91**

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Preliminary
Budget FY 2023-24

North San Juan Fire Protection District

Proposed Preliminary Budget 2023-2024

with Budget vs Actuals

2022-2023 through May 5, 2023

	Jul 1, '22 - May 5, 23	Budget	Staff Revision 1
Ordinary Income/Expense			
Income			
12200 · Due to Other Funds	0.00	0.00	
39600 · Due from other Funds	44,239.00	126,089.00	
40000 · Revenue			
40010 · Current Secured Tax	147,738.91	200,480.00	156,038.00
40020 · Prior Secured Taxes	4.05	20.00	5.00
40030 · Current Unsecured Tax	2,499.64	2,500.00	2,500.00
40040 · Prior Unsecured Tax	54.80	80.00	60.00
40160 · St-Other in Lieu	85.00	0.00	85.00
40170 · Supplemental Secured Tax	5,526.03	4,000.00	7,700.00
40180 · Supplemental Unsecured Tax	204.47	30.00	200.00
40280 · Supplemental Prior Unsecured	22.41	10.00	20.00
40290 · Fire Tax Revenue	0.00	0.00	
40300 · Measure Q Revenue	0.00	0.00	
40310 · Special Assessments	41,853.15	44,000.00	42,000.00
40000 · Revenue - Other	0.00	0.00	
Total 40000 · Revenue	197,988.46	251,120.00	208,608.00
43000 · Inter-Governmental			
43000.1 · 2020 AFG FEMA Grant Revenue	0.00	0.00	
43010 · Interest-General Fund	13,483.87	6,260.00	14,000.00
44190 · Homeowner Exemption	531.27	1,000.00	500.00
44960 · Prop 172 Public Safety	45,421.46	40,000.00	54,500.00
45000 · Grants Received			
46574 · NSJFD Auxillary	0.00	0.00	
45000 · Grants Received - Other	0.00	0.00	
Total 45000 · Grants Received	0.00	0.00	
45170 · Direct Charges	0.00	0.00	
43000 · Inter-Governmental - Other	32.29	0.00	
Total 43000 · Inter-Governmental	59,468.89	47,260.00	69,000.00
46100 · Miscellaneous Revenue			
46110 · Strike Team			
46110.1 · Strike Team Personnel	506,954.58	201,324.00	50,000.00
46110.2 · Strike Team Admin	135,576.01	53,905.00	1,000.00
46110.3 · Strike Team Personal Vhcl Miles	2,338.26	1,976.00	
46110.4 · Strike Team Travel/Lodging/Meal	3,399.19	1,601.00	
46110.5 · Strike Team Engine	73,889.67	32,388.00	
46110.6 · Strike Team Support Vehicle	10,083.00	0.00	
46110.7 · Strike Team Water Tender	0.00	0.00	
46110 · Strike Team - Other	0.00	0.00	
Total 46110 · Strike Team	732,240.71	291,194.00	51,000.00
46180 · Donations	2,125.00	2,000.00	1,000.00
46190 · Refund Misc	881.72	0.00	
46210 · Station 1 Rental	105.00	0.00	100.00
46220 · Station 3 Rental	0.00	0.00	

	Staff Revision 2	Finance Committee Proposed Preliminary Budget	NOTES
Ordinary Income/Expense			
Income			
12200 · Due to Other Funds	0.00		
39600 · Due from other Funds	122,126.00	122,126.00	
40000 · Revenue			
40010 · Current Secured Tax	161,000.00	161,000.00	
40020 · Prior Secured Taxes	5.00	5.00	
40030 · Current Unsecured Tax	2,500.00	2,500.00	
40040 · Prior Unsecured Tax	60.00	60.00	
40160 · St-Other in Lieu	85.00	85.00	
40170 · Supplemental Secured Tax	7,700.00	7,700.00	
40180 · Supplemental Unsecured Tax	200.00	200.00	
40280 · Supplemental Prior Unsecured	20.00	20.00	
40310 · Special Assessments	42,000.00	42,000.00	
Total 40000 · Revenue	213,570.00	213,570.00	
43000 · Inter-Governmental			
43010 · Interest-General Fund	14,000.00	14,000.00	
44190 · Homeowner Exemption	500.00	500.00	
44960 · Prop 172 Public Safety	54,500.00	54,500.00	
Total 43000 · Inter-Governmental	69,000.00	69,000.00	
46100 · Miscellaneous Revenue			
46110 · Strike Team			
46110.1 · Strike Team Personnel	50,000.00	50,000.00	
46110.2 · Strike Team Admin	1,000.00	1,000.00	
46110.3 · Strike Team Personal Vh	0.00	0.00	
46110.4 · Strike Team Travel/Lodg	0.00	0.00	
46110.5 · Strike Team Engine	0.00	0.00	
46110 · Strike Team - Other	0.00	0.00	
Total 46110 · Strike Team	51,000.00	51,000.00	
46180 · Donations	1,000.00	1,000.00	
46210 · Station 1 Rental	100.00	100.00	
Total 46100 · Miscellaneous Revenue	52,100.00	52,100.00	
Total Income	456,796.00	456,796.00	
Gross Profit	456,796.00	456,796.00	
Expense			
56000 · Capital Outlay			
56000.1 · Measure Q Capital Equipment	18,637.00	18,637.00	
56000.2 · Mitigation Capital Improvement	2,300.00	2,300.00	
56000.3 · GF Capital Equip Fund Equip	35,120.00	35,120.00	
Total 56000 · Capital Outlay	56,057.00	56,057.00	
61110 · Employer Tax Expense	9,800.00	9,800.00	
61120 · Stipend to Chief	22,800.00	22,800.00	
61140 · GF Clerical Staff Wages	53,000.00	53,000.00	
61140.1 · Meas Q Admin Clerical Staff	5,482.00	5,482.00	
Total 61140 · Clerical Staff Wages	58,482.00	58,482.00	

North San Juan Fire Protection District

Proposed Preliminary Budget 2023-2024

with Budget vs Actuals

2022-2023 through May 5, 2023

	Jul 1, '22 - May 5, 23	Budget	Staff Revision 1
46260 · Road Sign	0.00	0.00	
46270 · Refunds US Bank	170.71	0.00	
46100 · Miscellaneous Revenue - Other	0.00	0.00	
Total 46100 · Miscellaneous Revenue	735,523.14	293,194.00	52,100.00
47000 · Other Income			
47000.1 · Mitigation Fees	0.00	0.00	
47000.2 · Mitigation Interest	0.00	0.00	
47000.3 · Measure Q Interest	0.00	0.00	
47000 · Other Income - Other	0.00	0.00	
Total 47000 · Other Income	0.00	0.00	
48700 · CPR/First Aid Classes	0.00	0.00	
Total Income	1,037,219.49	717,663.00	329,708.00
Cost of Goods Sold			
50000 · Cost of Goods Sold			
50100 · Road Sign Manufacturing	-25.00	0.00	
51200 · CPR/First Aid Public Classes	0.00	0.00	
50000 · Cost of Goods Sold - Other	0.00	0.00	
Total 50000 · Cost of Goods Sold	-25.00	0.00	
Total COGS	-25.00	0.00	
Gross Profit	1,037,244.49	717,663.00	329,708.00
Expense			
55000 · Grant Expenses			
55000.1 · 2020 FEMA AFG Grant Expense	0.00	0.00	
55400 · NSJFD Auxillary	0.00	0.00	
55000 · Grant Expenses - Other	0.00	0.00	
Total 55000 · Grant Expenses	0.00	0.00	0.00
56000 · Capital Outlay			
56000.1 · Capital Equipment	56,056.78	32,172.00	
56000.2 · Capital Improvement	19,803.79	0.00	
56000 · Capital Outlay - Other	0.00	0.00	
Total 56000 · Capital Outlay	75,860.57	32,172.00	0.00
60000 · Advertising and Promotion	200.00	500.00	
61100 · Permanent Salaries	0.00	0.00	
61110 · Employer Tax Expense	41,263.09	25,000.00	25,000.00
61120 · Stipend to Chief	18,000.00	21,600.00	22,800.00
61140 · Clerical Staff Wages	33,097.86	42,745.00	53,000.00
61300 · Firefighters Stipend/Paid Call			
61300.1 · GF Paid Call &Train & Certif	17,174.49	0.00	20,000.00
61300.2 · Measure Q Rank	11,965.00	0.00	
61300.3 · Measure Q (B) Certifications	18,325.00	0.00	
61300.4 · Measure Q - Prev Qtr Certs	0.00	0.00	
61300 · Firefighters Stipend/Paid Call - Other	0.00	58,773.00	
Total 61300 · Firefighters Stipend/Paid Call	47,464.49	58,773.00	20,000.00
61310 · Volunteer Comp (Comp) Paid Call	0.00	0.00	
61312 · Volun Paid Train	0.00	0.00	
61320 · Call Attendance (Old Mileage)	0.00	0.00	

	Staff Revision 2	Proposed Preliminary Budget	NOTES
61300 · Firefighters Stipend/Paid Call			
61300.1 · GF Paid Call & Train & Certs	20,000.00	20,000.00	
61300.2 · Measure Q Rank	32,890.00	32,890.00	
61300 · Total Firefighters Stipend/Paid Call	52,890.00	52,890.00	
61330 · Firefighter Physicals	7,000.00	3,896.00	
61340 · Measure Q Trainer	5,000.00	5,000.00	
61341 · Measure Q Training Materials	3,771.00	3,771.00	
61342 · Measure Q Classes & License	5,000.00	5,000.00	
61342 · GF Classes and Licensing	0.00	0.00	
61350 · Strike Team Pmts			
61350.1 · Strike Team Personnel	12,500.00	12,500.00	
61350.2 · Strike Team Pmts. OT	37,500.00	37,500.00	
61350.4 · Strike Team Lodging/Meals	0.00	0.00	
61350.5 · Strike Team Employee Mileage	0.00	0.00	
Total 61350 · Strike Team Pmts	50,000.00	50,000.00	
61400 · Insurance (Personnel)			
61410 · Workers Compensation	20,000.00	20,000.00	
61420 · Life and Accident Insurance	2,300.00	2,300.00	
Total 61400 · Insurance (Personnel)	22,300.00	22,300.00	
61450.1 · Strike Team On Site Pay	2,000.00	500.00	
61450.2 · Strike Team Off Site Pay	500.00	500.00	
62200 · FF Uniform/Clothing	2,000.00	500.00	
62225 · PPE-Personnel Protective Equip	5,000.00	5,000.00	
62226 · Operational Supplies & Service	0.00	0.00	
62300 · Dispatch Fees / Co-op Agreement	15,000.00	15,000.00	
62350 · Fire Fighting Repair & Maint Supplies			
62350.1 · Fleet Repair & Maint	15,000.00	15,000.00	
62350.2 · Fire Fighter Fighting Supplies	5,000.00	5,000.00	
62350 · Fire Fighting Expenses - Other	0.00	0.00	
Total 62350 · Fire Fighting Expenses	20,000.00	20,000.00	
62351 · Structure Maint	1,000.00	1,000.00	
62352 · Non FireFight Equp Maint&Repair	3,000.00	1,000.00	
62375 · Equipment - Non-Fire Fighting	2,300.00	1,300.00	
62376 · Equipment Repair Non Fire Fight	1,000.00	0.00	
62400 · Communicating Equip			
62400.1 · Tablets for Engines	2,500.00	0.00	
62400.2 · Radios/Pagers/Phones (New)	2,500.00	1,000.00	
62400.3 · Repair Radios/Pagers/Telephone	2,500.00	500.00	
62400 · Communicating Equip - Other	0.00	0.00	
Total 62400 · Communicating Equip	7,500.00	1,500.00	
62500 · Subscriptions	0.00	0.00	
62502 · Legal Public Notice	500.00	500.00	
62510 · Public Relation - Fire Prevent			
62510.2 · Newsletter & Christmas Cards	5,000.00	2,500.00	
62510 · Public Relation - Fire Prevent - Other	400.00	400.00	
Total 62510 · Public Relation - Fire Prevent	5,400.00	2,900.00	

North San Juan Fire Protection District

Proposed Preliminary Budget 2023-2024

with Budget vs Actuals

2022-2023 through May 5, 2023

	Jul 1, '22 - May 5, 23	Budget	Staff Revision 1
61330 · Firefighter Physicals	980.50	1,300.00	7,000.00
61340 · Firefighter Trainer			
61341 · Training Materials	0.00	10,024.00	
61342 · Classes &Licensing	1,395.85	0.00	
61340 · Firefighter Trainer - Other	1,200.00	0.00	
Total 61340 · Firefighter Trainer	2,595.85	10,024.00	0.00
61350 · Strike Team Pmts			
61350.1 · Strike Team Personnel	96,177.37	250,661.00	12,500.00
61350.2 · Strike Team Pmts. OT	306,626.61	0.00	37,500.00
61350.3 · Strike Team FF Misc Rmbrsements	0.00	0.00	
61350.4 · Strike Team Lodging/Meals	4,814.30	2,170.00	
61350.5 · Strike Team Employee Mileage	2,227.08	1,976.00	
61350.6 · Strike Team Fuel	40.15	0.00	
61350.7 · Strike Team Rmbse Overpay	0.00	0.00	
61350 · Strike Team Pmts - Other	0.00	0.00	
Total 61350 · Strike Team Pmts	409,885.51	254,807.00	50,000.00
61400 · Insurance (Personnel)			
61410 · Workers Compensation	64,916.60	63,700.00	20,000.00
61415 · Work Comp Special Assessment	0.00	0.00	
61420 · Life and Accident Insurance	1,719.39	2,100.00	2,300.00
61400 · Insurance (Personnel) - Other	0.00	0.00	
Total 61400 · Insurance (Personnel)	66,635.99	65,800.00	22,300.00
61450.1 · Strike Team On Site Pay	4,676.00	3,000.00	2,000.00
61450.2 · Strike Team Off Site Pay	640.00	6,000.00	500.00
62200 · FF Uniform/Clothing	182.42	1,700.00	2,000.00
62225 · PPE-Personnel Protective Equip	600.00	5,000.00	5,000.00
62226 · Operational Supplies & Service	335.73	1,000.00	
62300 · Dispatch Fees / Co-op Agreement	12,166.87	6,000.00	15,000.00
62350 · Fire Fighting Expenses			
62350.1 · Fleet Repair & Maint	0.00	0.00	
62350.2 · Fire Fighter Fighting Supplies	0.00	0.00	
62350.3 · New Firefighting Equip	0.00	0.00	
62350 · Fire Fighting Expenses - Other	2,516.48	5,000.00	5,000.00
Total 62350 · Fire Fighting Expenses	2,516.48	5,000.00	
62351 · Structure Maint	0.00	0.00	
62352 · Non FireFight Equp Maint&Repair	0.00	0.00	
62375 · Equipment - Non-Fire Fighting	210.60	2,300.00	2,300.00
62376 · Equipment Repair Non Fire Fight	61.85	1,000.00	1,000.00
62400 · Communicating Equip			
62400.1 · Tablets for Engines	0.00	0.00	2,500.00
62400.2 · Radios/Pagers/Phones (New)	0.00	0.00	2,500.00
62400.3 · Repair Radios/Pagers/Telephone	35.00	0.00	2,500.00
62400 · Communicating Equip - Other	1,951.48	3,100.00	
Total 62400 · Communicating Equip	1,986.48	3,100.00	7,500.00
62500 · Subscriptions	2,771.33	2,500.00	
62502 · Legal Public Notice	394.80	500.00	500.00

	Staff Revision 2	Proposed Preliminary Budget	NOTES
62550 · Food Supplies	1,000.00	500.00	
62600 · Fuel	15,000.00	15,000.00	
62700 · Cleaning Supplies	1,000.00	1,000.00	
62750 · Insurance Bldg, Veh, & Liablty	46,000.00	46,000.00	
62800 · Memberships	1,600.00	1,600.00	
62810 · Recognition & Awards	500.00	500.00	
62850 · Medical Supplies	7,500.00	7,500.00	
62911 · Office Machine Maintenance			
62915 · Copier Maintenance	1,700.00	1,700.00	
Total 62911 · Office Machine Maintenance	1,700.00	1,700.00	
62950 · Fees	0.00	0.00	
63000 · Nevada County Services	5,000.00	5,000.00	
63710 · Ground Maintenance	2,500.00	0.00	
64900 · Office Supplies	3,500.00	3,500.00	
64990 · Meeting Supplies & Subscription	300.00	300.00	
66500 · Postage and Delivery	400.00	400.00	
66600 · Printing and Reproduction	250.00	250.00	
66700 · Professional Fees		0.00	
66701 · Payroll Services	1,800.00	1,800.00	
66702 · Audit	5,600.00	5,600.00	
66703 · Legal	1,000.00	1,000.00	
66704 · Background Checks / Fingerprint	500.00	500.00	
66705 · SCI Consulting	6,100.00	6,100.00	
66706 · Election Share of Cost	0.00	0.00	
Total 66700 · Professional Fees	15,000.00	15,000.00	
68600 · Utilities			
68601 · Telephone Service	2,400.00	2,400.00	
68602 · Propane	5,000.00	5,000.00	
68603 · Electric	2,100.00	2,100.00	
68604 · Sewer Station 1	1,000.00	1,000.00	
68606 · Satellite TV	1,000.00	1,000.00	
68607 · Internet & Web Page	700.00	700.00	
68609 · Broadband	6,000.00	6,000.00	
68610 · Tablets	650.00	650.00	
Total 68600 · Utilities	18,850.00	18,850.00	
Total Expense	478,400.00	456,796.00	
Net Ordinary Income	(21,604.00)	0.00	

North San Juan Fire Protection District

Proposed Preliminary Budget 2023-2024

with Budget vs Actuals

2022-2023 through May 5, 2023

	Jul 1, '22 - May 5, 23	Budget	Staff Revision 1	Staff Revision 2	Proposed Preliminary Budget	NOTES
62510 · Public Relation - Fire Prevent						
62510.1 · CPR/Public First Aid Classes	0.00	0.00				
62510.2 · Newsletter & Christmas Cards	0.00	0.00				
62510 · Public Relation - Fire Prevent - Other	3,230.44	4,000.00	5,000.00			
Total 62510 · Public Relation - Fire Prevent	3,230.44	4,000.00	5,000.00			
62550 · Food Supplies	0.00	0.00	1,000.00			
62600 · Fuel	9,525.48	20,000.00	20,000.00			
62700 · Cleaning Supplies	775.89	1,200.00	1,000.00			
62750 · Insurance Bldg, Veh, & Liablty	64,630.00	64,632.00	50,000.00			
62800 · Memberships	1,517.00	1,300.00	1,300.00			
62810 · Recognition & Awards	0.00	0.00	500.00			
62850 · Medical Supplies	4,112.19	7,500.00	7,500.00			
62905 · Office Equipment Purchase	0.00	0.00				
62910 · Office Equipment Maintenance	0.00	0.00				
62911 · Office Machine Maintenance						
62915 · Copier Maintenance	1,543.87	1,700.00	1,700.00			
62911 · Office Machine Maintenance - Other	0.00	0.00				
Total 62911 · Office Machine Maintenance	1,543.87	1,700.00	1,700.00			
62950 · Fees	0.00	0.00				
63000 · Nevada County Services	4,238.00	7,000.00	5,000.00			
63400 · Interest Expense	0.00	0.00				
63700 · 6168 Engine	0.00	0.00				
63701 · Structure Maintenance	1,514.56	1,000.00	1,000.00			
63705 · Equipment Maintenance	2,116.18	1,200.00	2,000.00			
63706 · Engine Maintenance & Repair	10,993.03	20,000.00	20,000.00			
63707 · New Engine 6168 Tools/Euipment	0.00	0.00				
63710 · Ground Maintenance	3,074.84	2,500.00	2,500.00			
64900 · Office Supplies	2,627.94	4,700.00	3,500.00			
64990 · Meeting Supplies & Subscription	266.61	300.00				
66000 · Payroll Expenses	0.00	0.00				
66500 · Postage and Delivery	310.00	750.00	750.00			
66600 · Printing and Reproduction	227.85	0.00				
66700 · Professional Fees						
66701 · Payroll Services	1,665.00	1,800.00	1,800.00			
66702 · Audit	5,404.00	5,300.00	5,300.00			
66703 · Legal	900.00	500.00	500.00			
66704 · Background Checks / Fingerprint	617.00	400.00	500.00			
66705 · SCI Consulting	6,020.00	8,176.00	6,100.00			
66706 · Election Share of Cost	2,640.96	0.00				
66700 · Professional Fees - Other	0.00	0.00				
Total 66700 · Professional Fees	17,246.96	16,176.00	14,200.00			
66900 · Reconciliation Discrepancies	0.00	0.00				
68100 · Telephone Expense	0.00	0.00				
68400 · Travel Expense	0.00	0.00				
68600 · Utilities						
68601 · Telephone Service	2,187.83	2,400.00	2,400.00			

North San Juan Fire Protection District

Proposed Preliminary Budget 2023-2024

with Budget vs Actuals

2022-2023 through May 5, 2023

	Jul 1, '22 - May 5, 23	Budget	Staff Revision 1	Staff Revision 2	Proposed Preliminary Budget	NOTES
68602 · Propane	4,086.36	2,600.00	5,000.00			
68603 · Electric	1,567.30	2,100.00	2,100.00			
68604 · Sewer Station 1	998.00	862.00	1,000.00			
68606 · Satellite TV	848.73	1,000.00	1,000.00			
68607 · Internet & Web Page	495.40	700.00	700.00			
68609 · Broadband	4,909.92	5,000.00	5,000.00			
68610 · Tablets	547.74	600.00	600.00			
68600 · Utilities - Other	0.00	0.00				
Total 68600 · Utilities	15,641.28	15,262.00	17,800.00			
80210 · Adv EMT Training Incentive	0.00	0.00				
80400 · Firefighters Stipend						
80410 · Paid Call (A) Met ALL Qtr Skill	0.00	0.00				
80420 · Paid Call (B) PART of Qtr Skill	0.00	0.00				
80430 · Paid Call (C) Officers	0.00	0.00				
80440 · Officer Supplemental (D)	0.00	0.00				
80400 · Firefighters Stipend - Other	0.00	0.00				
Total 80400 · Firefighters Stipend	0.00	0.00				
80450 · FF Paid Call Officer Stipend	0.00	0.00				
Total Expense	866,118.54	719,041.00	390,650.00			
Net Ordinary Income	171,125.95		(60,942.00)			
Other Income/Expense						
Other Income						
46290 · Voided/Stop Payment	0.00	0.00				
66901 · Stale Dated Checks	0.00	0.00				
70000 · Mitigation Fee (AB1600)	0.00	0.00				
70100 · Mitigation Fund Interest	0.00	0.00				
80100 · - Measure Q Interest Income	0.00	0.00				
Total Other Income	0.00	0.00				
Other Expense						
10900 · Refund Sprinklers Installed	0.00	0.00				
64300 · Interest Expense (Leases)	0.00	0.00				
66902 · Reimburse Stale Dated Check	0.00	0.00				
80000 · Ask My Accountant	0.00	0.00				
Total Other Expense	0.00	0.00				
Net Other Income	0.00	0.00				
Net Income	171,125.95	-60,942.00	0.00			

NSJ Fire Protection District
Draft Preliminary 2023-2024
Measure Q Budget

		Measure Q
	Taxes	108,032.00
	Interest	1,600.00
		109,632.00

		Revenue	Expense	Balance	Notes
61340	1. Advanced Medical Training	13,155.84	(5,000.00)	8,155.84	
	2. FF Training	8,770.56	(8,770.56)	0.00	
61341	a) Training Materials		(3,770.56)		
61342	b) Classes & Licensing		(5,000.00)		
61300.2	3. FF Reimbursement	32,889.60	(32,889.60)	0.00	
56000.1	4. Capital Equipment	18,637.44	(18,637.44)	0.00	
	5. Capital Improvement	19,733.76	0.00	19,733.76	
61140.1	8. Admininstration	5,481.60	(5,481.60)	0.00	
	9. Reserve	10,963.20	0.00	10,963.20	
	Balance			38,852.80	
	Projected Transfer		(70,779.20)		

NSJ Fire Protection District
Mitigation Draft Preliminary Budget
2023 - 2024

	6777 Mitigation Fund 2023/2024	Notes
Ordinary Income/Expense		
Income		
12200 · Due to Other Funds	0.00	
39600 · Due from other Funds	0.00	
47000 · Other Income		
47000.1 · Mitigation Fees	2,000.00	
47000.2 · Mitigation Interest	300.00	
47000.3 · Measure Q Interest	0.00	
Total 47000 · Other Income	2,300.00	
Total Income	2,300.00	
Gross Profit	2,300.00	
Expense		
56000 · Capital Outlay		
56000.1 · Capital Equipment Measure Q	2,300.00	
56000.2 · Mitigation Capital Improvement	0.00	
Total 56000 · Capital Outlay	2,300.00	
63700 · 6168 Engine	0.00	
Total Expense	2,300.00	
Net Ordinary Income	0.00	
Other Income/Expense		
Other Income		
70000 · Mitigation Fee (AB1600)	0.00	
70100 · Mitigation Fund Interest	0.00	
Total Other Income	0.00	
Net Other Income	0.00	
Net Income	0.00	

6.C.iv

Funds Transfer Authorization

Cash Fund Transfers
2022-2023 Fiscal Year

	Debit	Credit
Transfer **FROM**		
Fund # 6717 Measure Q Fund		
Partial Engine Payment	$ 18,785.00	
Generator	$ 19,890.00	
Paid Call / Rank	$ 33,150.00	
FF Training	$ 4,500.00	
Admin	$ 5,525.00	
Increase Capital Equipment Fund	$ 75,000.00	
Transfer **TO**		
Fund #6720 General Fund		$ 156,850.00
	$ 156,850.00	$ 156,850.00

	Debit	Credit
Transfer **FROM**		
Fund #6777 Mitigation Fund		
Partial Engine Payment	$ 6,100.00	
Transfer **TO**		
Fund #6720 General Fund		$ 6,100.00
Total Transfer	$ 6,100.00	$ 6,100.00

Total Increase to General Fund $ 162,950.00

North San Juan Fire Protection District
FUNDS TRANSFER AUTHORIZATION

The Board of Directors of the North San Juan Fire Protection District, during a Regular Meeting on Tuesday, May 25, 2023, has authorized the following cash transfer **from** Measure Q Fund (6717) to its General Fund (6720).

Amount of Transfer $156,850.00

By a Vote of: Yes _____ No _____

_____ _____

Bruce Boyd, Chair Rhea Williamson, Treasurer

The Board of Directors of the North San Juan Fire Protection District, during a Regular Meeting on Tuesday, May 25, 2023, has authorized the following cash transfer **from** AB1600 Mitigation Fund Fund (6777) to its General Fund (6720).

Amount of Transfer $6,100.00

By a Vote of: Yes _____ No _____

_____ _____

Bruce Boyd, Chair Rhea Williamson, Treasurer

Attached: Request Detail

8.A

First Reading – Fire Chief's Job Description

1604. APPOINTMENT: TERMS AND CONTRACTS

1604.1. By Board Resolution the Fire Chief is appointed every two years.

1604.2. The Board shall appoint the Operations and Personnel Manager and the Finance and Facilities Manager.

1604.3. The Fire Chief shall appoint all other positions under ~~his~~ their command.

1604.4. ~~All District employees~~The Fire Chief, Finance and Facilities Manager, and the Operations and Personnel Manager shall sign a written contract as prepared and approved by the Board.

1605. JOB DESCRIPTIONS AND QUALIFICATIONS

1605.1. THE FIRE CHIEF

General Duties

The Fire Chief shall plan, organize, direct, and administer the operations of the District and Department in the protection of life and property from loss due to fire. The Chief shall manage the operation of the Department, develop programs for fire prevention and perform related work as required. The Fire Chief shall report directly to the Board of Directors and shall have the specific duties as follows.

Specific Duties

The Fire Chief:

Shall be responsible for all fire and rescue activities including, but not limited to; extinguishing ~~of~~ fires, fire protection, fire prevention services, emergency medical, hazardous material response, incident investigation and reporting, and fire alarm communications.

Within the discretion and authority granted by the Board, District ordinances and resolutions, and applicable State statutes, the Fire Chief shall enforce all laws pertaining to fire control and fire hazards within the District.

The Fire Chief shall implement the ordinances, resolutions, policies and procedures of the District as directed by the Board.

Shall communicate to the Board any and all information that could assist the Board in the administration, operation, and maintenance of the services provided by the District in order for the Board to fulfill its public oversight responsibility. The Chief shall conduct Fire Department correspondence and inform the Board of Fire Department activities and actions. Copies of all relevant Department correspondence and documentation shall be forwarded to the Operations and Personnel Manager when received.

Shall attend all District Board meetings or send an alternate representative.

Shall help formulate, prepare, and administer Department budget and Master Plan in conjunction with the Board. Shall attend Finance Committee meetings to help inform Board of impending District obligations and expenditures.

Shall work to facilitate communication within the Department and between the Department, the Board, and the community. Shall maintain regular office hours.

When requested to do so by the Board, shall assist in drafting and shall recommend modifications of District policy as necessary to carry out the responsibilities of the District. Shall help develop and maintain a Firefighters Guide of Standard Operating Procedures (SOP's) that includes prescribed specifications and manner of wear of Department uniforms and personal protective equipment (PPE).

Has full responsibility and authority for the general supervision of all ~~response~~ personnel ~~.~~

Shall promote a sense of public service and responsibility in all ~~response~~ personnel.

Shall appoint officers, develop job descriptions, promote officer training and rotation, and ensure that the Department has adequately trained successor officers.

Shall maintain a firefighter recruitment program for the District. Shall maintain a formalized new recruit Fire Department Training Program.

Shall keep a log of activities and time devoted to District and Departmental business on a semi-weekly basis.

Shall be responsible for planning, directing, coordinating, administering, and oversight of the Fire Department Training Program and certify that required programs are being provided. Shall delegate Department responsibilities as necessary for the efficient operation of the Department. Shall develop a Fire Department training calendar on an annual basis. Shall inform all ~~volunteers~~ personnel of all training opportunities and shall update Board regarding progress and results.~~.~~

Shall maintain an accurate roster of current firefighters and their training records. Shall inform the Operations and Personnel Manager of any changes as they occur.

Shall supervise the maintenance of driver's license records, First Aid, CPR and EMT certificates for all response personnel and shall give immediate notice of any changes therein. Shall notify the Board of the revocation of driver's licenses or expiration of EMT or firefighter certifications. Shall ensure that annual physical exams are undergone.

Shall be responsible for the discipline, suspension, and/or termination of all subordinate officers and ~~response~~ personnel in accordance with District ordinances, resolutions, policies and procedures. Disciplinary decisions of the Chief may be appealed pursuant to procedures established by District policy. Maintains a record of verbal or written formal warnings, complaints and disciplinary actions against ~~response~~ personnel and shall advise individuals of such entries into their personnel file. Personnel files on members of the Department shall be kept confidential and under the control of the Operations and Personnel Manager.

Shall exercise command over all fire and rescue equipment belonging to the District and shall maintain an inventory of same, recommending to the Board the purchase of new equipment and sale of old. Shall notify the Board of any damage to District property or any damage caused to third parties by District personnel. Shall have authority to site District equipment.

Authorizes and approves invoices for payment with signature and date. Purchases and disposes of Department property in accordance with Board direction.

Assumes the duties and responsibilities of the Fire Marshal/Fire Prevention Officer unless delegated to a subordinate officer. Shall be responsible for the implementation of Fire Marshal duties as set forth by State law and District policy. Shall report to the Board on Fire marshal activities on an annual basis.

Except in an emergency shall seek Board approval for utilization of resources used outside the District. Shall not leave the District on strike team duty unless otherwise determined by the Board. Prior to each fire season shall develop a fire plan based on availability of resources ~~to review with the Board.~~ for presentation to the Board in a timely manner.

The Fire Chief shall develop and maintain a logical chain of command and shall provide a management plan with an organizational chart to the Board on an annual basis.

The Fire Chief shall have responsibility for delegating authority and tasks.

> Nothing in this job description shall be construed to limit the inherent or statutory responsibility, power, and authority granted to the Fire Chief by the Board of Directors or other applicable statutes (County, State, or Federal) in the operations of extinguishing any fire and taking the necessary precautions to prevent the spread thereof.

Qualifications

Applicants for the position of Fire Chief shall meet the following minimum qualifications (qualifications may be waived at the discretion of the Board):

A minimum of three (3) years experience with a Fire Department (preferably rural). One (1) year experience in the position of a Fire Officer.

Candidates without prior professional fire service experience must serve one year as a North San Juan Fire Department Administrative Captain or North San Juan Fire Department Assistant Fire Chief, or other higher position withing the Department.

Must meet minimum Firefighter qualifications of this section.

Extensive and demonstrated experience in the fire service and demonstrated leadership ability.

The Fire Chief ~~shall~~ should reside within the boundaries of the North San Juan Fire Protection District.

Additional Desired Qualifications

CA Fire Officer Certification or Federal Fire Officer
Additional Fire/EMS Instructor Qualifications
Valid California Class B driver's license of FF Endorsement

8.C

Resolution

2023-02

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

Resolution 2023-02

RESOLUTION OF THE NORTH SAN JUAN FIRE PROTECTION DISTRICT AUTHORIZING PARTICIPATION IN AND APPROVING THE AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT OF THE FIRE RISK MANAGEMENT SERVICES JOINT POWERS AUTHORITY

WHEREAS, the Fire Agencies Self Insurance System (FASIS) was formed in 1984 for the purpose of jointly funding losses and providing risk management services to reduce such losses by and among California fire protection and community services districts; and

WHEREAS, the FDAC Employment Benefits Authority (FDAC EBA) was formed in 2005 to establish, operate, manage, and administer health and welfare benefit programs for the benefit of the existing and retired officers, employees and members of the legislative body of the California public agencies who are members of FDAC EBA; and

WHEREAS, following the exploration and in-depth analysis of a strategic partnership, the Board of Directors of FASIS and FDAC EBA directed the merger of the two programs, effective July 1, 2023, to provide comprehensive and cost-effective coverage programs through a responsive risk pool for fire service agencies; and

WHEREAS, FASIS and FDAC EBA have agreed that FASIS will change its name to Fire Risk Management Services (FRMS) and adopt an amended and restated joint exercise of powers agreement, and that FDAC EBA will assign its rights and liabilities to FRMS and adopt the same agreement as its own; and

WHEREAS, the amended and restated agreement allows FRMS to operate the programs previously operated by both FDAC EBA and FASIS, and admit members that would have been eligible to join either FDAC EBA or FASIS in the past; and

WHEREAS, NORTH SAN JUAN FIRE PROTECTION DISTRICT (NSJFPD) is currently a member of both FASIS and FDAC EBA, and the Board of Directors of NSJFPD finds it in the best interest of the District to continue participating in and obtaining coverage and risk management services from FRMS; and

WHEREAS, FRMS requires the NSJFPD Board to pass a resolution expressing the desire and commitment of NSJFPD to approve the amended and restated joint exercise of powers agreement of FRMS and continue participation in FRMS, which requires a new three-year minimum participation period.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of NSJFPD approves the Amended and Restated Joint Exercise of Powers Agreement for FRMS, as presented; and

BE IT FURTHER RESOLVED that the Board authorizes the Board Chair to sign the Amended and Restated Joint Exercise of Powers Agreement that shall enable the NSJFPD to continue participating in the joint self-insurance and risk management programs provided by FRMS.

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 23rd day of May, 2023, by the following vote:

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

Bruce Boyd, Board Chair

Heidi Ryan, Board Secretary