

# NORTH SAN JUAN FIRE PROTECTION DISTRICT

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## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, April 25, 2023

**Final Adopted May 23<sup>rd</sup>, 2023**

**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 Len Brackett recently passed as well. All Board members expressed their condolences.

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 17<sup>th</sup> 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 3<sup>rd</sup> 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 file 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*

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Heidi Ryan, Board Secretary