

# 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.nsfire.org](http://www.nsfire.org)

[info911@nsfire.org](mailto:info911@nsfire.org)

## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, May 22, 2023

**Final – Adopted June 27, 2023**

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

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

**ABSENT:** None

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

2. **APPROVAL OF May 22, 2023, REGULAR BOARD MEETING AGENDA**

Tom Browning requested item 7.B be removed. Tim Tschantz requested item 7.C be removed.

Rhea Williamson moved to approve the May 22<sup>nd</sup> Regular Board Meeting Agenda with item 7.A and 7.B removed, Samantha Hinrichs seconded, motion carried 5-0-0-0.

3. **PUBLIC COMMENT:**

Liz Walsh remarked that the Budget Committee decided to remove the Newsletter from the 2023-24 budget. Liz added that it is her understanding the lack of a newsletter from the local fire department could affect the ISO rating in the District.

4. **MINUTES:**

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

Pat Leach identified a misspelled name and misused word in the minutes.

Samantha Hinrichs moved to approve the Minutes of April 25<sup>th</sup> as corrected, Rhea Williamson seconded, motion carried 5-0-0-0.

5. **ANNOUNCEMENTS:**

Rhea Williamson would like to request an agenda item titled “Public Education” for the June Board Meeting. Rhea recently met with Angela Flores and Sasha St. John and discussed many ways the Department/District is providing community outreach and public education and brainstormed additional opportunities. More details of the discussion will be provided in June.

## 6. REPORTS

### A. Board Chair Report – Bruce Boyd

Bruce Boyd presented Wildland Fire Potential Outlook maps through August 2023 and a chart titled average annual burned area by decade in Western North America.

Bruce gave a brief report on the current flow of the Yuba River in the Little Town of Washington.

The Scotch Broom Breakfast was a hit and well attended.

The Yuba Watershed Institute was awarded a conservation award. Additionally, the YWI was granted a 6,000-acre fuels reduction program. They will begin planning on the project.

#### i. Correspondence

None

### B. Chief's Report – Deputy Chief Tom Browning

#### i. April 2023 Statistics

Chief Browning provided a summary of the April 2023 statistics. A discussion ensued regarding response expectations for the Department as we move into fire season. Chief Browning suggested having a discussion item at a Board meeting to ensure the Board understands our response capabilities and expectations.

#### ii. Current Department Activity

- Dangerous flows anticipated on the Yuba River through the 4<sup>th</sup> of July.
- Nevada County Consolidated provides Swiftwater Rescue response, NSJ provides a support role during Swiftwater rescues.
- The South Yuba River Cohort is leading a large public outreach on the current dangers of the river. Nevada Union High School has also developed a river safety public outreach.
- Four of our new firefighters have completed their wildland fire training.
- U6132 is having issues, we are using U6130 more as a result.
- South Yuba River Cohort meets monthly.
- Wednesday trainings have been focused on wildland fire.
- Defensible Space Inspectors have identified the Shady Creek Community as one of their target areas for this year.
- Anticipate the burn ban within the next month.
- Attended a meeting with Penn Valley FPD and CAL FIRE to develop a pre-plan for the facilities at Bridgeport. The main concern is there is not water storage at that site.
- Attended a meeting at the Family Resource Center with Twin Ridges School District Staff and CAL FIRE regarding evacuation planning at that site.

### C. Treasurer's Report – Rhea Williamson

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

Rhea Williamson presented the financial reports for April 2023.

Pat Leach moved to approve the April 2023 cash disbursements as presented, Tim Tschantz seconded, motion carried 5-0-0-0.

**ii. Finance Committee Report**

The Finance Committee met on May 10<sup>th</sup> and May 17<sup>th</sup>. The Committee had to remove expenses from the budget to ensure a balanced preliminary budget to present to the Board and County. The Committee agreed to create General Fund Account categories; Equipment Fund, Improvement Fund, and Reserves Fund. Also, the Committee agreed to maintain a balance of \$100,000 in Measure Q, and to transfer any excess dollars above \$100,000 to the Capital Equipment Fund or Capital Outlay Fund categories in the General Fund. This way, we can actively work to build those Funds. Lastly, the Committee agreed to transfer Mitigation Funds towards the engine costs in the General Fund.

**iii. FY 2023-24 Preliminary Budget**

*Samantha Hinrichs left the meeting 6:55 during the presentation of this item.*  
Rhea Williamson presented the FY 2023-24 Preliminary Budget. This proposed preliminary budget includes the new Capital Outlay Funds (56000). Rhea and Tom Browning went through line items in the budget that the Finance Committee agreed to make cuts (highlighted in red) and provided reasoning.

To refer to Liz Walsh’s comment on cutting the newsletter budget (from \$5,000 to \$2,500). Tom noted that the department will work to find ways to cut the cost of preparing the newsletter, so we do not lose that connection to the community. Additionally, Rhea Williamson suggested removing the Christmas card entirely and let the all the money be used to develop newsletters.

Rhea Williamson noted that the numbers in yellow are Measure Q dollars (page 2 of 5). A more detailed breakdown of these numbers can be found on the attached Measure Q Preliminary Budget page. This shows that the Department is honoring the voter approved allocation of these funds. This also reflects the proposed Funds Transfer Authorization from Measure Q to General Fund that the Board will be asked to approve on item 6.C.iv.

Bruce Boyd asked if there will be carryover from FY 2022-23. Lynn McGarva responded that there will be carryover but could not provide an exact number as we still have over a month in the fiscal year. A discussion ensued regarding fund balance carryover and reserve requirements.

Pat Leach moved to approve the FY 2023-24 Preliminary Budget for General Fund, Measure Q Fund, and Mitigation Fund, Tim Tschantz seconded, motion carried by the following roll call vote:

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

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

**iv. Funds Transfer Authorization**

Rhea Williamson presented the Funds Transfer Authorizations from Measure Q and Mitigation into the General Fund. With approval of this authorization, our Capital Equipment Fund will increase by \$75,000.

Pat Leach move to approve the Funds Transfer Authorization from the Measure Q Fund to the General Fund for \$156,850 and from the Mitigation Fund to the General Fund in the amount of \$6,100, Tim Tschantz seconded, motion carried by the following roll call vote:

Samantha Hinrichs – Absent

Rhea Williamson – Aye

Pat Leach – Aye

Tim Tschantz – Aye

Bruce Boyd – Aye

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

**D. Firefighters Association Report – Chris Rainville**

- Badri Matlock is leaving the department, which means his Vice-Chair seat will be open. Badri has been a great addition to the Department and was integral in obtaining the 501c3 for the Association.
- The enchilada fundraiser made a little under \$4,000.
- Firefighters helped the Auxiliary put on the Scotch Broom Breakfast.
- Firefighters will be staffing a station at the grand opening of the Oak Tree Park playground on June 17<sup>th</sup>.
- Firefighters will be selling hot dogs and hamburgers at the Storytelling Festival.

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

The Fire Safe Council has a fundraiser on June 3<sup>rd</sup>, all revenues will be given to local FireWise Communities. Pat Leach attended the Board of Supervisors meeting where they approved a proclamation on the fundraiser.

Nevada County OES was awarded \$950,000 in grant funds for winter cleanup. This will be used to clean up green waste from County roads, and increased dates for green waste drop off sites. Additionally, \$310,000 is earmarked for private road debris removal, direct support. The County wants FireWise Communities and road associations to help identify areas to focus on.

Bruce Boyd asked to get the dates of the green waste bins on the District website.

**F. NCFR 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**

*This item was removed from the agenda.*

**C. Water Storage Committee – Bruce Boyd**

A to Z is putting the materials order together and will deliver directly to the water tank site on Cruzon Grade. California Survey is working on the easement map. We will finalize the contract with the landowner when the easement is complete.

**8. NEW BUSINESS**

**A. First Reading: Fire Chief’s Job Description – Jason Flores**

The Fire Chief’s job description is found in the District Org. Manual. Changes to items in the Org. Manual require two readings.

Board Members identified various items to be corrected, those items will be highlighted in the draft presented during the second reading.

Public Hearing: None

**B. Administrative Deputy Chief – Bruce Boyd**

Bruce Boyd is interested in developing a new position that will specialize in the administrative side of the Fire Chief’s job, specifically as it relates to the budget and finance components. This position would not go out of County on fire assignments. Bruce would like staff to put together a job description to present to the Board. Funding for the position would still need to be identified.

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

Heidi Ryan informed the Board that we are currently members of two personnel related Joint Powers Authorities (JPA); Fire Agencies Self Insurance System (FASIS) and FDAC Employment Benefits Authority (FDAC EBA). The boards of FASIS and FDAC EBA have voted to combine the two to create one JPA, Fire Risk Management Services (FRMS). No changes will be made to the services provided. This resolution is required to continue utilizing the services.

Rhea Williamson moved to approve Resolution 2023-02, Pat Leach seconded, motion carried by the following roll call vote:

Samantha Hinrichs – Absent

Rhea Williamson – Aye

Pat Leach – Aye

Tim Tschantz – Aye

Bruce Boyd – Aye

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

**9. NEXT MEETING:** June 27, 2023 at 6:00 PM.

**10. ADJOURNMENT:** Meeting adjourned at 7:58 PM.

*Heidi Ryan*

Heidi Ryan, Board Secretary