

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, June 27, 2023

Final Adopted July 25, 2023

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Pat Leach (arrived at 6:04 PM); Tim Tschantz

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

ABSENT: Rhea Williamson, Treasurer

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

2. **APPROVAL OF June 27, 2023, REGULAR BOARD MEETING AGENDA**

Samantha Hinrichs moved to approve the June 27th Regular Board Meeting Agenda with item 7.B and 7.D removed, Tim Tschantz seconded, motion carried 3-0-0-2.

3. **PUBLIC COMMENT:**

Carol Chadima asked the Board to draft a letter on her behalf that she can submit to her insurance agency.

4. **MINUTES:**

A. **Minutes of May 22, 2023 Regular Board Meeting**

Pat Leach moved to approve the Draft Minutes of May 22nd, Samantha Hinrichs seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**

None.

6. **REPORTS**

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

Bruce Boyd read an email from Nevada County Consolidated Fire Protection District (NCCFPD) Captain Jared McElhannon giving a positive review of NSJFPD firefighters on a recent incident at Bridgeport.

Graniteville Volunteer Fire Company is back in service.

Additionally, Bruce shared that Engineer Andy Guetebier has recently completed Swiftwater Rescue Training.

i. Correspondence

Email from NCCFPD Captain Jared McElhannon.

B. Chief's Report – Chief Jason Flores

i. May 2023 Statistics

Chief Flores provided a summary of the May 2023 statistics. Tim Tschantz asked if rescues and medical aids at the river could be highlighted in the statistics report.

Bruce Boyd asked if we are seeing an increase in calls to cover Camptonville. Chief Flores responded that we have not yet seen an increase in mutual aid responses to Camptonville's District.

ii. Current Department Activity

- Andy Guetebier has completed Swiftwater Rescue training, Chris Rainville would also like to complete that training. Chief Stewart of the Little Town of Washington has offered Swiftwater Awareness training to NSJFPD.
- Burn ban is in effect, campfires in campgrounds are still allowed.
- Vehicle extrication training on June 28 at the Whittlesey's Junk Yard.
- Rob Riley is now teaching Continuing Education (CE) trainings for the Department and would like to join the Department as our Medical Director.
- The US Forrest Service recently completed a 33 acre burn on Cruzon Grade.
- Station 42 is now fully staffed. Christian Moorhouse was hired with CAL FIRE and is stationed at 42.
- CAL FIRE and the US Forest Service are at peak staffing.
- 514 out of White Cloud is going back to a repel program by as early as September.
- Tom Browning announced that two individuals have recently completed Driver Operator 1A and 1B.

Tom Browning provided an update on the status of Rough and Ready Fire Protection District. A discussion ensued regarding Ad Valorem rates for Nevada County Fire Protection Districts.

C. Treasurer's Report – Lynn McGarva

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

Lynn McGarva presented the financial reports for May 2023.

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

D. Firefighters Association Report – Chris Rainville

- Alejandro Rodriguez is the new Vice President; all other positions are the same.
- The Association hosted a table at the Day in the Park event at Oak Tree Park.
- The Association will be selling food at the Storytelling Festival.
- Fundraiser in Ananda on July 28th, the Association will be helping and will receive a percentage of the proceeds in exchange.

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

- There are 91 FireWise Communities in the County.
- Waiting on the report on the Green Waste Bin program to see how effective the program was.
- Currently, the Fire Safe Council is booked out 6-8 weeks for chipper service.
- Pat introduced Erin Baldasari, a reporter from KQED, a radio station out of the San Francisco Bay Area. Erin is currently working on a podcast that looks at the intersection of climate change and housing, including how to live in the Wildland Urban Interface.

F. NCFA Report – Pat Leach.

No report.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

The Committee has reached an agreement with the United Methodist Church in North San Juan to place the tank on the site but are waiting for the geo-survey on the ground. The results of the survey will confirm the feasibility of the site.

B. Hydrant Committee Update – Tom Browning

This item was removed from the agenda.

C. Second Reading: Fire Chief’s Job Description – Jason Flores

Public Hearing: No comments.

Samantha Hinrichs moved to approve the second reading of the Fire Chief’s Job Description, Tim Tschantz seconded, motions carried 4-0-0-1.

D. Public Outreach – Rhea Williamson

This item was removed from the agenda.

8. NEW BUSINESS

A. Response Expectations Discussion – Jason Flores

Chief Flores acknowledged that the Board has shown concern regarding firefighter staffing, specifically when they see calls with only one responder. A discussion ensued regarding current staffing, best practices, and response expectations. Ultimately, the Board set the goal of having at least two firefighters on every shift, one of which is an EMT, with 5% or less of all calls having only one person responding.

B. Deputy Chief of Administrative Job Description – 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 asked Board members to look at the job description provided and come back with comments or concerns.

Bruce noted that under *Qualifications*, instead of ‘Accounting Experience’, he would like that to read ‘Bookkeeping and Budget Experience’.

C. Resolution 2023-03 Authorizing Nevada County Auditor Controller to Collect Special Taxes – Heidi Ryan

This is an annual requirement for the Nevada County Auditor Controller.

Pat Leach moved to approve Resolution 2023-03, Samantha Hinrichs seconded, motion carried by the following roll call vote:

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

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

D. Resolution 2023-04 Collection of Special Tax (Measure Q) – Heidi Ryan

This is an annual requirement for the Nevada County Auditor Controller.

Pat Leach moved to approve Resolution 2023-04, Samantha Hinrichs seconded, motion carried by the following roll call vote:

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

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

E. Resolution 2023-05 Capital Mitigation Plan Update – Heidi Ryan

This is an annual requirement for AB 1600. The plan has been reduced to reflect the typical mitigation revenues the District earn annually. Pat Leach noted that Engine 6168 will be paid off before FY 2027-28, there should be no expense for that line item in FY 2027-28.

Samantha Hinrichs moved to approve Resolution 2023-05 as amended, Pat Leach seconded, motion carried by the following roll call vote:

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

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

9. NEXT MEETING: July 25, 2023 at 6:00 PM.

10. ADJOURNMENT: Meeting adjourned at 7:55 PM.

Heidi Ryan

Heidi Ryan, Board Secretary