

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, July 25, 2023

Final Adopted 9/26/2023

PRESENT: Bruce Boyd, 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: Samantha Hinrichs, Vice-Chair

1. CALL TO ORDER: Meeting called to order at 5:59 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. APPROVAL OF July 25, 2023, REGULAR BOARD MEETING AGENDA

Rhea Williamson moved to approve the July 25th Regular Board Meeting Agenda with item 7.D removed, Pat Leach seconded, motion carried 4-0-0-1.

3. PUBLIC COMMENT:

Boyd Johnson read aloud a document he prepared titled, *Obituary for the Rough and Ready Fire Protection District*.

4. MINUTES:

A. Draft Minutes of June 27, 2023 Regular Board Meeting

Pat Leach pointed out two mistakes in the Draft Minutes.

Pat Leach moved to approve the Draft Minutes of June 27th as amended, Rhea Williamson seconded, motion carried 4-0-0-1.

5. ANNOUNCEMENTS:

None.

6. REPORTS

A. Board Chair Report – Bruce Boyd

Bruce Boyd read a letter from the superintendent of Twin Ridges Elementary School District thanking Judy Stead for coordinating a water safety presentation at Grizzly Hill School.

7.A- Water Tank Project Update – Rich Mead

This item was heard out of order to accommodate Captain Rich Mead's schedule.

Rich Mean provided an overview of the Cruzon Grade water storage tank project to date and identified what tasks remain.

i. Correspondence

1. Letter from Twin Ridges Elementary School District.
2. Letter from the IRS.

B. Chief's Report – Chief Jason Flores

i. June 2023 Statistics

Chief Flores provided a summary of the June 2023 statistics. Chief Flores informed the Board that we are now highlighting river calls on our monthly statistics but asked for guidance on how they want to define river calls, only at the edge of the river? What about vehicle accidents in the river canyon? Board members suggested capturing all calls that fall within California State Park jurisdiction.

Rhea Williamson wants to ensure we are capturing all public education instances on our District statistics.

ii. Current Department Activity

- Fuels are drying out.
- US Forest Service will be going to fire restrictions on August 1st.
- Watch Duty is a great app for tracking fire information.
- Extrication training went well at the Whittlesey Junk Yard. CAL FIRE and Camptonville Fire participated.
- Chief Officers are taking duty shifts to ensure coverage throughout the week.
- Two new recruits interested in joining the Department.

Tom Browning informed the Board he is currently reviewing our contract with the United States Forest Service. The biggest change to the contract is that we will be paid after four hours of work. Previously, we would not be paid until after twelve hours of work.

C. Treasurer's Report – Rhea Williamson

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

Rhea Williamson presented the financial reports for June 2023.

Pat Leach moved to approve the June 2023 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

ii. Prop 172 Report

This is an annual requirement showing how much the District received of Prop 172 funds.

iii. FY 2022-23 Mitigation Report

This is an annual requirement showing all activities within the Mitigation Fund.

iv. FY 2022-23 Year-to-Date Budget vs. Actual

Rhea Williamson presented the FY 2022-23 Year-to-Date Budget vs. Actual with all funds combined. There is a fund balance carryover, the Finance Committee will discuss how to allocate it.

D. Firefighters Association Report – Chris Rainville

No Report

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

- Blind Shady is creating a FireWise Community.
- Looking for a replacement for Badri Matlock that can coordinate and host quarterly meeting for all the FireWise Communities on the Ridge, including Pike and Alleghany.
- The Fire Safe Council is holding a Defensible Space Advisor training in Truckee at the end of August. Date and time TBD.

F. NCFCA Report – Pat Leach.

No report.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

The Geological Survey has been completed at the proposed tank site, and the site can be used. The tank will have to be set on a unique foundation which will likely cost \$300,000, much more than the foundation budget of \$100,000.

The Environmental Impact Study indicated that the well site on NSJ Fire property (site for the well) is a potential wetland. A report needs to be prepared to identify how the project will address this issue. This potentially means that the project well might need to be drilled on a different parcel. Tom Browning needs to present the deeds for the NSJ Fire properties in North San Juan to check feasibility. Rhea Williamson asked to review the Environmental Impact Report.

B. Water Storage Update – Bruce Boyd

This item was heard during the Chair Report.

D. Public Outreach – Rhea Williamson

This item was removed from the agenda.

8. NEW BUSINESS

A. Auditor’s Contract – Lynn McGarva

Lynn McGarva noted Pehling and Pehling increased their fees by \$1,300. This will be our third year with this Auditor.

Rhea Williamson moved to accept the Contract with Pehling and Pehling paying the increased cost as well as the initial deposit of \$3,300, Tim Tschantz seconded, motion carried 4-0-0-1.

Boyd Johnson recommended the Board read and understand what is written in the contract. A discussion ensued regarding Board responsibilities during the audit and what the auditor does.

B. Approval to Request Bids for Turnouts – Jason Flores

According to District policy, and due to the fact that purchasing new turnouts will likely exceed \$25,000, Chief Flores is first required to obtain approval to seek bids. Staff will continue to search for grant opportunities.

Pat Leach moved to approve Chief Flores seeking bids for 15 new turnout sets, Rhea Williamson seconded, motion carried 4-0-0-1.

9. NEXT MEETING: September 26, 2023 at 6:00 PM.

10. ADJOURNMENT: Meeting adjourned at 7:34 PM.

Heidi Ryan

Heidi Ryan, Board Secretary