

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, September 26, 2023

Final Adopted October 24th

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Pat Leach; Tim Tschantz
STAFF: Tom Browning, Deputy Fire Chief; Lynn McGarva, Finance Manager; Heidi Ryan, Board Secretary

ABSENT: Rhea Williamson, Treasurer; Jason Flores, Fire Chief

1. **CALL TO ORDER:** Meeting called to order at 6:00 PM. Roll taken. Quorum established. Pledge of Allegiance.
2. **APPROVAL OF September 26, 2023, REGULAR BOARD MEETING AGENDA**
Samantha Hinrichs moved to approve the September 26th Regular Board Meeting Agenda, Pat Leach seconded, motion carried 4-0-0-1.
3. **PUBLIC COMMENT:**
None.
4. **MINUTES:**
 - A. **Draft Minutes of July 25th, 2023 Regular Board Meeting**
Pat Leach moved to approve the Draft Minutes of July 25th, Tim Tschantz seconded, motion carried 4-0-0-1.
5. **ANNOUNCEMENTS:**
Samantha Hinrichs announced that she is now teaching full-time at Grizzly Hill School for grades 7 and 8 and has about a year left of school to complete her teaching credential.
6. **REPORTS**
 - A. **Board Chair Report – Bruce Boyd**
Bruce Boyd informed the Board that we have a memo from our counsel summarizing new rules for remote access to Board meetings which will be presented at the October Board meeting. Additionally, Sue Hoek will be hosting a town hall meeting on October 4th at Station 1.

Deputy Chief Tom Browning provided a summary of recent out of County assignments District personnel have been committed to.

- i. **Correspondence**

1. Letter from the IRS.

Boyd Johnson asked specifically how much the proposed penalty is for the issue identified in the IRS correspondence. Lynn McGarva responded that she does not have the exact number in hand but left the meeting to grab the IRS folder from her office. Boyd then suggested he and Lynn could discuss this further later in the week.

2. Letter from Kevin Kiley.

B. Chief's Report – Deputy Chief Tom Browning

i. July and August 2023 Statistics

Deputy Chief Browning announced that Chief Flores is currently assigned to the Six Rivers Incident with his Incident Management Team. Tom provided a summary of the July and August 2023 statistics.

ii. Current Department Activity

- Chief Officers continue to work on ensuring each duty shift has at least two firefighters on duty.
- E6168 was part of a Nevada County strike team and the team received glowing reviews from the strike team leader. The crew consisted of Chris Rainville, Chris Dorn, Andy Guetebier, Bill Scott, and Forrest Simpson.
- During Chief Browning's light duty, Nathaniel Van Order was promoted to temporary Battalion Chief, and Chris Rainville was promoted to temporary Captain. Those temporary assignments are going to be made permanent. Additionally, Andy Guetebier will be promoted to Captain in charge of EMS. These promotions will help the department prioritize mentoring of new recruits and firefighters working towards promotion.
- Highway 20 will be closed between now and October 4th.
- Sierra Gold Parks Foundation is holding a fundraiser on October 7th inside the covered bridge at Bridgeport.

Pat Leach asked Tom Browning if he is aware of plans to save the covered bridge at Bridgeport in the event of a fire. Tom responded that he, along with CAL FIRE and Penn Valley FPD, have provided water storage and pump recommendations to State Parks but have not had a follow-up conversation.

C. Treasurer's Report – Lynn McGarva

i. Financials- July and August 2023: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Lynn McGarva presented the financial reports for July and August 2023.

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

ii. FY 2023-24 Final Budget

Tom Browning presented the Final Budget for FY 2023-24. Upon approval, this will need to be submitted to the Nevada County Auditor Controller.

Lynn McGarva noted that the most significant changes between this Final Budget and the Preliminary Budget the Board approved in June is highlighting transfers between funds, as well as an increase to Strike Team revenue.

Pat Leach moved to approve the Final Budget for FY 2023-24, Samantha Hinrichs seconded, motion carried by the following roll call vote:

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

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

D. Firefighters Association Report – Tom Browning

- Spaghetti Dinner will be on October 28th at 5:00 PM at Station 1.
- The Association received a \$15,000 anonymous donation for the purchase of battery powered extrication equipment, which brings their current bank balance to roughly \$30,000. The desired battery powered extrication equipment will cost around \$50,000, the Association would like the Board to consider contributing to the purchase of the equipment.

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

- 94 certified FireWise Communities, with an additional 14 in the process of obtaining certification, and 25 and waiting to begin the process.

F. NCFA Report – Pat Leach.

Items from this meeting will be covered in New Business.

7. OLD BUSINESS

A. Water Tank Project Update – Bruce Boyd

Bruce Boyd announced that the water tanks have been installed and filled at the Cruzon Grade location. Bruce will be working on signage for the tanks and site.

B. Public Outreach – Rhea Williamson

This item was removed from the agenda.

8. NEW BUSINESS

A. First Reading – Ordinance 2023-01; Imposition of Fees in Cases of Negligence, Criminal Activity and False Alarms – Bruce Boyd

Heidi Ryan announced that this Ordinance will supersede Ordinance 2010-01, with the only significant change in Ordinance 2023-01 was to take away the annual requirement to set the fees. Under Ordinance 2023-01, the Board can set new fees by Resolution after a publicly noticed public hearing. However, the Board will no longer be required to set the fees annually.

B. JPA Dues 2023-24 – Pat Leach

Pat Leach announced that NSJFPD's annual Nevada County Fire Authority (NCFA) JPA dues for FY 2023-24 have increased by \$793.35 to \$2,744.83, which represents a 40%

increase. Among other things, these fees are used to maintain communication vaults throughout the county.

Samantha Hinrichs moved to approve the District's JPA dues for FY 2023-24 in the amount of \$2,744.83, Tim Tschantz seconded, motion carried 4-0-0-1.

C. Grass Valley's Air Station – Pat Leach

Pat Leach announced that although NSJFPD does not currently utilize the Grass Valley Air Station, the attached document shows what our contribution would be if we chose to buy into the resource. NSJFPD is not interested in utilizing this resource.

D. Hydrant Committee Update – Tom Browning

The Hydrant Committee is currently investigating possible well sites on NSJFPD property in North San Juan, including using Station 1's current well. Ideally, if a new well is required it will not negatively impact parking at Station 1.

i. Letter(s) of Authorization

Tom Browning announced that the County has requested NSJFPD sign the Letter(s) of Authorization to give them the authority to begin the permit process for the project. The Board nominated the Board Chair to sign the two Letters of Authorization.

9. NEXT MEETING: October 24th, 2023, at 6:00 PM.

10. ADJOURNMENT: Meeting adjourned at 7:32 PM.

Heidi Ryan

Heidi Ryan, Board Secretary