NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, February 27, 2024, 6:00 PM
AGENDA

1. **6:00 PM - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Action

2. **6:01 PM or as soon thereafter as possible - APPROVAL OF February 27, 2024 REGULAR BOARD MEETING AGENDA**

3. **PUBLIC COMMENT ON MATTERS NOT ON AGENDA** *As per the Brown Act, members of the community are free to speak on any item of interest to the public that is within the subject matter jurisdiction of the Board. The Chair will recognize individuals who wish to speak. Comments should be directed to the Board. Each individual shall be given one opportunity to speak. Please limit your comments to five minutes. No action may be taken by the Board concerning items not on the agenda.*

4. **MINUTES**

Action

   - **A.** Minutes of January 23, 2024 Regular Board Meeting 🕮

5. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

6. **REPORTS**
   - **A.** Board Chair Report – Bruce Boyd
     - **i.** Correspondence 🕮
   - **B.** Chief's Report – Jason Flores
     - **i.** January 2024 Statistics 🕮
     - **ii.** Current Department Activity
   - **C.** Treasurer's Report – Rhea Williamson

Action

     - **i.** Financials- January 2024: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮
   - **D.** Firefighter Association Report – Sambhava Burke
   - **E.** Fire Safe Council/FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
   - **F.** NCFA Report – Pat Leach
   - **G.** Auxiliary Report – Sasha St. John

7. **OLD BUSINESS**
   - **A.** Hydrant Committee Update – Tom Browning

8. **NEW BUSINESS**

Action

   - **A.** 2024 Cherry Festival Application – Heidi Ryan
   - **B.** Grant Discussion – Tom Browning
   - **C.** LAFCo Nominee – Heidi Ryan
   - **D.** AT&T Lines -Tom Browning
   - **E.** Retention Schedule – Bruce Boyd 🕮
   - **F.** Board Goals – Bruce Boyd

9. **NEXT MEETING: March 26, 2024 at 6:00 PM**

10. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra SuperStop, NSJ Post Office, Petersons. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

4.A

Draft Minutes
January 23, 2024

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.nsjfire.org
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, January 23, 2024
Draft

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Rhea Williamson, Treasurer; Pat Leach; Tim Tschantz
STAFF: Jason Flores, Fire Chief; Tom Browning, Deputy Fire Chief; Lynn McGarva; Heidi Ryan

ABSENT: None

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

2. **APPROVAL OF January 23, 2024, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd asked to include the Auxiliary Report and that it be heard before the Association Report.

   Rhea Williamson moved to approve the January 23rd agenda as amended, Tim Tschantz seconded, motion carried 5-0-0-0.

3. **PUBLIC COMMENT:**
   Boyd Johnson noted that there were no agendas hung in the Community.

4. **MINUTES:**
   A. **Draft Minutes of November 28, 2023 Regular Board Meeting**
      Samantha Hinrichs moved to approve the Draft Minutes of November 28, 2023, Rhea Williamson seconded, motion carried 5-0-0-0.

5. **ANNOUNCEMENTS:**
   None.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      Bruce Boyd reminded Board Members that Form 700 is due by April 1st and there is an upcoming Ethics Training hosted by Nevada County Counsel. As a reminder, Board Members are required to complete Ethics training every two years.
      i. **Correspondence**
         1. Two correspondences from LAFCo:
            Bruce Boyd shared that LAFCo is taking nominations for a Special District Voting Member on their Commission. If the Board would like to nominate someone, we will have to take action at our March meeting.

Additionally, LAFCo is taking comments regarding the Proposed Formation of a County Service Area in North San Juan. Tom Browning drafted a letter in support of the proposed package. Bruce Boyd will send a letter as well.

B. Chief's Report – Chief Jason Flores

i. November and December 2023 Statistics

Chief Flores provided a summary of the November and December 2023 statistics.

ii. Current Department Activity

- Updating Firefighter policies and guides.
- 6168 will be headed to Burton's Fire to get some warranty work done.
- Purchased a toolbox for the bed of 6132 for weatherproof equipment storage.
- 6134 is due to be replaced.
- Tom and Jason attended a Nevada County Community Wildfire Protection Plan (CWPP) meeting. North San Juan Fire will need to identify projects for the CWPP update so we can make those projects eligible for grant funding.
- Firefighters have updated their goals for 2024.
- We will be submitting a grant for new turnouts through the Assistance to Firefighters Grant (AFG) which opens on January 29th.

iii. Automatic and Mutual Aid Discussion

Historically, NSJFPD has automatic and mutual aid agreements with Penn Valley Fire Protection District, Nevada County Consolidated, Camptonville Fire Department, Pike Fire Department, US Forest Service and CAL FIRE. Automatic Aid provides resources to large incidents from neighboring jurisdictions on the initial dispatch. These agreements are reviewed annually. Tom Browning provided additional information on automatic and mutual aid agreements and relayed discussions happening at the Nevada County Chief's level.

Tom Browning shared documents from Nevada County regarding the draft agreement between NSJ Fire and the County of Nevada for maintenance of the proposed hydrant system. Tom Browning and Bruce Boyd will be meeting with County staff on February 8th at 10:00 to review the documents. Board members are encouraged to review the documents and provide Tom with their feedback before February 8th.

C. Treasurer's Report – Rhea Williamson

i. Financials- November and December 2023: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Rhea Williamson presented the Financials for November and December 2023. Rhea noted that the Cal Card summary sheet in the packet is from the wrong month, copies of the correct page were handed out.

Boyd Johnson asked why there were two payments to Palmer for the same amount. Lynn McGarva responded that she received two invoices, with different invoice numbers, for the same amount. Palmer will be reimbursing the District for one of the payments.

Pat Leach moved to approve the November and December 2023 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 5-0-0-0.

ii. **Year to Date Budget Vs. Actuals**
Rhea Williamson presented the FY 2023-24 Year to Date Budget vs Actuals. This shows where our budget stands halfway through the fiscal year. This is not an action item.

iii. **FY 2023-24 Budget Adjustments**
Rhea Williamson asked the Board to approve budget adjustments which will increase revenues by $289,000 and expenditures by $181,825. These adjustments are needed because of the increased revenues and expenditures from strike team activity. These adjustments will lead to a projected net income of $130,601 by the end of the fiscal year.

Pat Leach moved to approve the budget adjustments as presented, Rhea Williamson seconded, motion carried 5-0-0-0.

D. Firefighters Association Report – Sambhava Burke.

- Association officers are as follows: Sambhava Burke, President; Uma Bottaro, Vice-President; Kamala Chen See, Treasurer.
- The Association moved to officially donate the new extrication equipment to the District.
- The primary focus of the new officers is to increase firefighter participation in the Association as well as bridging the Association, Auxiliary, District.

E. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
Pat Leach announced that the Fire Safe Council (FSC) will be holding a fundraiser on June 1st. The FSC held a similar fundraiser in June of 2023, which allowed them to donate $25,000 to local FireWise Communities that participated in the fundraiser.

The next FireWise Coalition meeting will be held on February 5th.

Since Badri Matlock moved out of state, the quarterly Ridge FireWise meetings have not been happening.

There are currently 96 FireWise Communities in Nevada County.

F. NCFA Report – Pat Leach.
The next meeting will be January 25th.

G. Auxiliary Report – Sasha St. John
This item was heard out of order before item 6.D.

- Sasha St. John reminded the Board that the Auxiliary is back in action and has picked up some new members.
- The Auxiliary is gathering information about the department to determine how best to support the firefighters.

- Scotch Broom Breakfast will be held again this year.
- Sasha is working with Rhea Williamson and Angela Flores with a goal of increasing community outreach.
- The next Auxiliary meeting is February 21st.

7. OLD BUSINESS

A. FY 2022-23 Audit – Rhea Williamson

Rhea Williamson presented the FY 2022-23 Audit, prepared by Pehling's PnPCPA and announced that there were no findings identified. This version differs from the draft FY 2022-23 Audit presented at the November 2023 Board meeting in the following ways: minor edits/corrected dates, as well as the inclusion of the *Managements Discussion and Analysis* page, which was prepared by Lynn McGarva, Finance and Facilities Manager.

Rhea Williamson moved to approve the FY 2022-23 Audit as presented, Pat Leach seconded, motion carried 5-0-0-0.

8. NEW BUSINESS

A. Station 1 Hall Rental – Kirby Delaney

Ms. Delaney was not present to present this item.

B. Station 3 Bay Discussion – Tim Tschantz

Tim Tschantz announced that firefighters have expressed a desire to expand the bay at station 3 to better accommodate Engine 6168 as well as other apparatus. Bruce Boyd suggested Tim set up a committee to continue this discussion. The committee will consist of Tim Tschantz, Jason Flores, Tom Browning, and Bruce Boyd.

C. SCI Report – Bruce Boyd

This is an annual report written by SCI Consulting Group. This is not an action item.

D. Background Checks – Tom Browning

Tom Browning informed the Board that all new firefighter candidates must first go through a criminal background check as well as a physical exam and drug screening. If we receive background check results that indicate a candidate has a criminal record, Tom would like discretion from the Board to consider each case for eligibility. Factors to consider when examining each case will be type of offense, when the offense was committed, and whether the individual has fulfilled their obligations. Board members all agreed that people deserve second chances and trust Jason Flores and Tom Browning's discretion.

E. Annual Board Organization – Bruce Boyd

i. **Selection of Board Chair:** Bruce Boyd
ii. **Selection of Vice-Chair:** Samantha Hinrichs
iii. **Selection of Treasurer:** Rhea Williamson
iv. **Appointment of those Authorized to Sign Warrant Requests 2024:** Board Members, Fire Chief, and Deputy Fire Chief
v. **Appointment of those Authorized to Sign Checks:** Individuals authorized to sign checks was adopted in Resolution 2022-11.

vi. **Finance Committee Membership:** Rhea Williamson, Pat Leach, Liz Walsh, and the Fire Chief.

vii. **Personnel Committee Membership:** Tim Tschantz, Bruce Boyd, and the Fire Chief.

viii. **Selection of Representative and Alternate to Nevada County Fire Agency (NCFA):** Primary – Pat Leach; and Alternate – Bruce Boyd.

ix. **Selection of Board Member Liaison to Fire Safe Council:** Pat Leach

x. **Selection of Newsletter Editor:** Samantha Hinrichs

xi. **Setting of Regular Board Meeting Dates:** 4th Tuesday of the month with no planned meetings in August and December

Annual Board Organization decisions are listed above.

Samanth Hinrichs moved to approve the annual Board organization as discussed, Rhea Williamson seconded, motion carried 5-0-0-0.

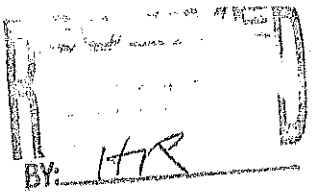
9. **NEXT MEETING:** February 27, 2024, at 6:00 PM. Be prepared to discuss your 2024 Board Goals.
10. **ADJOURNMENT:** Meeting adjourned at 8:20 PM.

Heidi Ryan

Heidi Ryan, Board Secretary

6.A.i

Correspondence



Notice of Public Hearing

To consider the proposed formation of a new County Service Area (No. #39) to operate and maintain a fire suppression system in North San Juan

Notice is hereby given that the Local Agency Formation Commission (LAFCo) of Nevada County will consider a proposal submitted by the County of Nevada to create a new County Service Area (CSA No. 39). The new County Service Area (CSA #39) will operate and maintain a pressurized fire suppression system to deliver fire flow to the 'downtown' area of the community of North San Juan. The proposed County Service Area consists of approximately 258 acres comprised of approximately 142 parcels. Funding for the system's operation and maintenance will be provided by the property owners in the form of a benefit assessment for each parcel. The benefit assessment is subject to approval by a majority of the property owners in a benefit assessment election to be conducted prior to the completion of the County Service Area formation. Formation of the County Service Area is conditional upon the approval by the landowners of the benefit assessment.

A hearing to consider this item will be held:

Thursday, February 22, 2024
At 9:30 a.m. (or as soon thereafter as possible)
in the
Board of Supervisors Chambers
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959

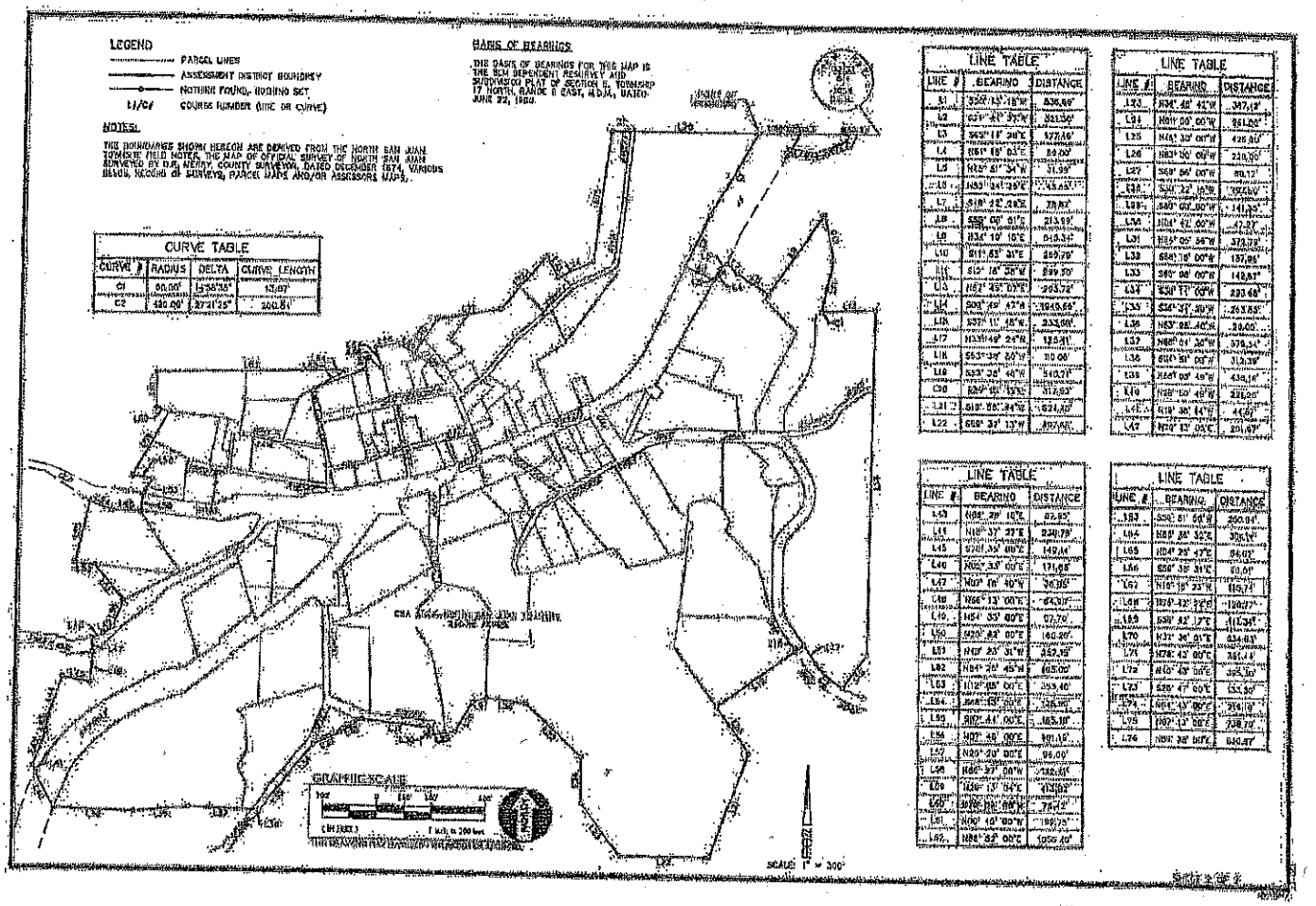
You are receiving this notice because you are a property owner within the boundaries of the proposed new service area. A map of the boundary is shown on the reverse of this notice.

The Commission will consider oral and written testimony by any interested person or affected agency as well as the staff report prepared by LAFCo's Executive Officer. At the hearing, the Commission may approve or disapprove the proposal with or without amendment, wholly, partially, or conditionally, or may continue its consideration with or without amendment, as a whole, in part, or upon such conditions as the Commission may determine.

The Commission intends to waive protest proceedings unless written opposition to the proposal is received before the conclusion of the hearing. On February 15, 2024, interested persons may follow the links to the February 22 Agenda and find the link to the staff report named: *"County Service Area 39: Formation – North San Juan Fire Suppression System"* on Nevada LAFCo's website at: www.mynevadacounty.com/907 Persons may also wish to make an appointment to review the project file by calling the office at (530) 265-7180, or by sending an email request to: Deborah.Gilcrest@nevadacountyca.gov

Please contact LAFCo staff at 530-265-7180 for more information or to make an appointment to review the project file.

Property owners 141



RECEIVED
JAN 22 REC'D
NEVADA COUNTY
LAFCo

6.B.i

Statistics

January 2024

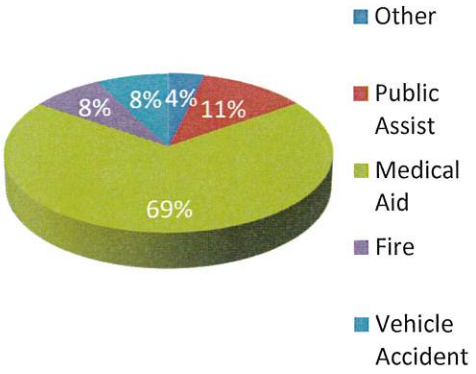
NSJFPD INCIDENT RESPONSE DETAIL - January 2024

Date	Type	Location	Mins.	FFs	Notes	OD	Response
1/1	Medical Aid	Heeshe (000066)	41	3	SNMH Transport		14
1/1	Medical Aid	Flume St (000112)	36	4	SNMH Transport		4
1/3	Medical Aid	Lake City (000269)	42	2	SNMH Transport		12
1/5	Medical Aid	Hwy 49 (000535)	25	2	Unable to Locate		
1/6	Medical Aid	Sages Rd (000599)	54	4	SNMH Transport		18
1/6	Medical Aid	Sunrise (000608)	59	4	Patient Contact		15
1/7	Vehicle Accident	Oak Tree (000772)	14	5	Non-Injury		0
1/7	Public Assist	Sages Rd (000773)	250	5	Non-Injury		8
1/8	Structure Fire	N. Bloomfield (000791)	121	6	Extinguished		26
1/8	Medical Aid	Blind Shady (000854)	96	4	Patient Contact		18
1/9	Structure Fire	Pathfinder (000925)	31	2	False Alarm		23
1/10	Medical Aid	Columbia Hill L. (01060)	55	4	Patient Contact		15
1/11	Medical Aid	Ivey Ln (001131)	64	1	SNMH Transport		17
1/12	Medical Aid	Tyler Foote (001255)	54	5	SNMH Transport		11
1/14	Medical Aid	Hwy 49 (001435)	33	4	SNMH Transport		11
1/18	Medical Aid	Oak Tree (001789)	46	2	Patient Contact		14
1/23	Medical Aid	Sumi Rd. (002270)	139	2	SNMH Transport		34
1/23	Medical Aid	Tyler Foote (002271)	28	2	SNMH Transport		15
1/24	Medical Aid	Purdon Rd. (002448)	39	3	SNMH Transport		5
1/28	Other	Tyler Foote (002797)	37				5
1/29	Medical Aid	Purdon Rd. (002819)	37	2	SNMH Transport		8
1/30	Medical Aid	Francisco Ln. (002955)	43	3	SNMH Transport		10
1/31	Medical Aid	Boquest (003032)	124	4	Patient Contact		10
1/31	Public Assist	Purdon (003061)	23	2	Lift Assist		8
1/31	Vehicle Accident	Hwy 49 (003102)	10	6	Canceled		
1/31	Public Assist	Tyler Foote (003112)	54	2	Roadway Cleared		8

Total Calls:	**26**
Total Man Hours:	**91.45**
Average FF/Call:	**3.2**

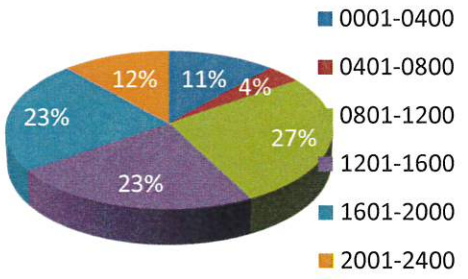
North San Juan Fire Department
Call Details
January 2024

Call Type

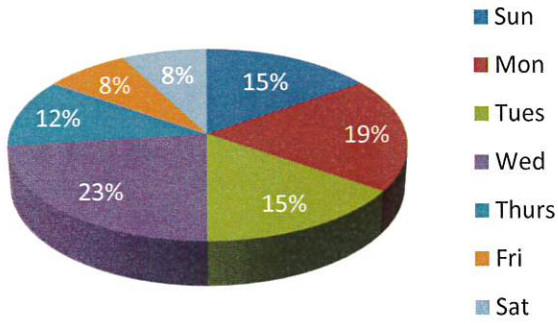


Fire Type

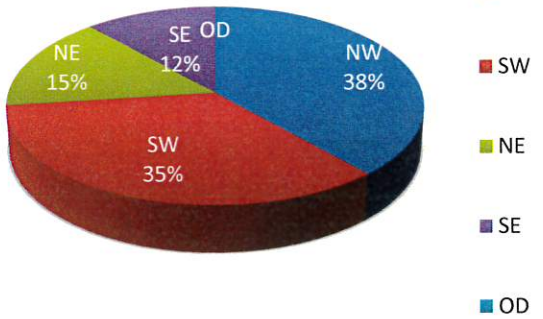
Time of Day

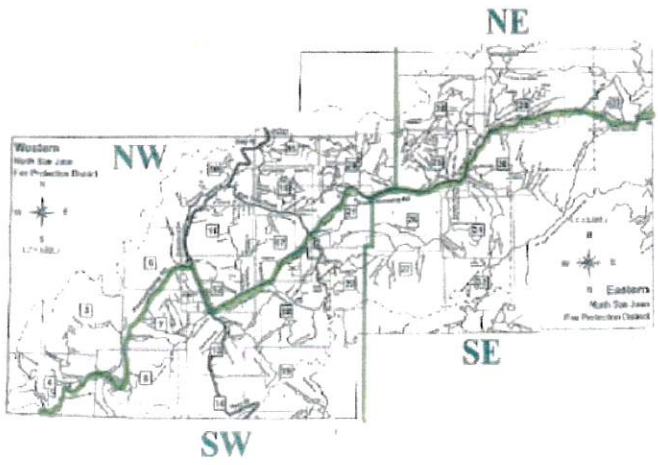


Day of Week



District Area





NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2024 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	18												**18**
Vehicle Accident	2												**2**
Fire - Structure	2												**2**
Fire - Wildland													**0**
Fire - Structure/Wildland													**0**
Fire - Vehicle													**0**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check													**0**
Fire - Debris Check													**0**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard													**0**
Public Assist	3												**3**
Other	1												**1**
Totals:	**26**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**26**

Previous Years Summary				
2024	**2023**	**2022**	**2021**	**2020**
18	267	224	215	188
2	43	45	69	44
2	17	14	22	8
0	20	18	31	23
0	0	5	0	0
0	3	7	7	6
0	0	1	0	0
0	2	17	32	30
0	15	0	0	1
0	0	0	0	1
0	0	1	0	0
0	2	4	8	2
0	12	5	12	12
3	13	16	15	10
1	0	4	4	5
26	**394**	**361**	**415**	**330**

2024 Monthly Totals	26	0	0	0	0	0	0	0	0	0	0	0	26
2023 Monthly Totals:	21	25	43	37	42	35	38	29	34	35	24	31	26
2022 Monthly Totals:	23	25	29	23	37	25	35	40	32	27	31	34	**361**
2021 Monthly Totals:	28	21	16	35	48	50	39	39	32	42	32	33	**415**
2020 Monthly Totals:	21	26	28	22	24	37	43	27	23	32	26	17	**326**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	5												**5**
Special Training	1												**1**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service													**0**
Totals:	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**6**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2024 Monthly Totals:	0												0
2023 Monthly Totals:	2	3	5	3	4	4	7	3	8	7	1		45
2022 Monthly Totals:	1	3	5	3	5	1	3	3	3	3	0	2	31
2021 Monthly Totals:		1	2	7	5	5	3	2	3	2	4	1	35
2020 Monthly Totals:	1	2	2	2	1	4	2	7	3	0	0	2	**26**

6.C.i

Financials

January 2024

NSJ Fire Protection District

Funds Summary

Period Ending 01/31/2024

	January 31, 2024
Current Assets	
Tri-Counties Bank (Petty Cash)	**$ 500.00**
6720 General Fund	**$ 447,531.90**
GF Capital Equipment Fund	**$ 400,000.00**
GF Improvement Fund	**$ 274,300.93**
GF Reserves	**$ 200,000.00**
6717 Measure Q	**$ -**
Measure Q Reserves	**$ 168,532.38**
6777 Mitigation	**$ 23,045.38**
Total Current Assets	**$ 1,513,910.59**

Account	Begin Balance	Deposits	Transfer IN	Expenses	Transfer OUT	Balance
Tri-Counties (Petty Cash)	$ 468.47	$ 31.53				$ 500.00
Total Petty Cash						**$ 500.00**
General Fund	$ 557,280.96	$ 7,076.93		$ (116,825.99)		$ 447,531.90
GF Equipment Fund	$ 400,000.00					$ 400,000.00
GF Improvement	$ 274,300.93					$ 274,300.93
GF Reserves	$ 200,000.00					$ 200,000.00
Total 6720 General Fund						**$ 1,321,832.83**
Measure Q Fund						$ -
Measure Q Fund Reserve	$ 168,532.38					$ 168,532.38
Total 6717 Measure Q Fund						**$ 168,532.38**
Mitigation Fund	$ 22,255.38	$ 790.00				$ 23,045.38
Total Mitigation Fund						**$ 23,045.38**

Assests as of 01/31/24 $ 1,513,910.59

January-24

Donations

1/4/2024	M. Nielsen	$ 75.00	
1/4/2024	Ericson/Greenfelder	$ 750.00	
1/4/2024	Herm	$7.00	Went to Mitigation Fund
		$ 832.00	

NSJ Fire Protection District

Deposit Detail

January 2024

	Type	Date	Name	Memo	Account	Amount
	Deposit	**01/04/2024**		**Deposit**	**10720 · GF General Fund**	**1,959.17**
				Rainbow - WT	46110.5 · Strike Team Engine	-727.02
				Rainbow Incident	46110.1 · Strike Team Personnel	-865.80
				Rainbow Incident	46110.2 · Strike Team Admin	-366.35
TOTAL						-1,959.17
	Deposit	**01/04/2024**		**Deposit**	**10720 · GF General Fund**	**3,519.23**
				6162 - Rainbow	46110.5 · Strike Team Engine	-769.62
				Rainbow	46110.1 · Strike Team Personnel	-2,091.54
				Rainbow	46110.2 · Strike Team Admin	-658.07
TOTAL						-3,519.23
	Deposit	**01/04/2024**		**Deposit**	**10720 · GF General Fund**	**825.00**
				Mariana Nielsen	46180 · Donations	-75.00
				R. Erickson & Liese Greensfelder	46180 · Donations	-750.00
TOTAL						-825.00
	Deposit	**01/03/2024**		**Deposit**	**10720 · GF General Fund**	**352.16**
				Deposit	44190 · Homeowner Exemption	-352.16
TOTAL						-352.16
	Deposit	**01/31/2024**		**Deposit**	**10720 · GF General Fund**	**275.00**
				Whittlesey Rental	46210 · Station 1 Rental	-275.00
TOTAL						-275.00
	Deposit	**01/30/2024**		**Deposit**	**10720 · GF General Fund**	**146.37**
				Deposit	40030 · Current Unsecured Tax	-17.86
				Deposit	40040 · Prior Unsecured Tax	-2.02
				Deposit	40170 · Supplemental Secured Ta	-117.17
				Deposit	40180 · Supplemental Unsecured	-8.06
				Deposit	40280 · Supplemental Prior Unsec	-1.26
TOTAL						-146.37
	Deposit	**01/31/2024**		**Deposit**	**10777 · 6777 -Mitigation (AB1600**	**790.00**
				Herm	47000.1 · Mitigation Fees	-783.00
				Herm	46180 · Donations	-7.00
TOTAL						-790.00

NSJ Fire Protection District

Check Listing by Bank Account

January 2024

	Date	Name	Memo	Paid Amount
1	01/05/2024	Department of Justice	Fingerprints	-32.00
2	01/05/2024	Rice Business Solutions	Payroll Services	-62.50
3	01/05/2024	Wind, Rachel	Cleaning	-75.00
4	01/05/2024	Hennig's Automotive Repair	6130 Service	-98.84
5	01/05/2024	Riley, Robert	CE Trainer for FF	-150.00
6	01/05/2024	Boyett Petroleum	Fuel	-298.58
7	01/05/2024	Boyett Petroleum	Fuel	-422.17
8	01/05/2024	ACC Business	Broadband	-487.79
9	01/05/2024	49er Communications	Radio Program & Repair	-690.00
10	01/05/2024	ESO	INFRS	-956.34
11	01/05/2024	MAJCO LLC Big Brand Tires	6132 Tires	-1,327.88
12	01/05/2024	Department of Forestry & Fire	1st Quarter Actual (July-Sept)	-3,191.34
13	01/18/2024	FF Stead, Judy (Reim)	Dump Run	-7.68
14	01/18/2024	Verizon Wireless	Tablets	-30.86
15	01/18/2024	Gold Country Copier, Inc.	Printer Agreement	-46.06
16	01/18/2024	Riley, Robert	FF Trainer/Instructor	-150.00
17	01/18/2024	Life Assist, Inc.	Guaze and Aspirin	-200.87
18	01/18/2024	PG&E Station #1	Station 1 Power	-229.76
19	01/18/2024	Hennig's Automotive Repair	6134 Radiator	-367.22
20	01/18/2024	FF Guetebier, Andy (reim)	Snowmobile Service / Parts	-640.04
21	01/18/2024	Fire Risk Management Service (FRMS)	4 months of Life Ins	-655.60
22	01/18/2024	US Bank	See Cal Card Charges	-668.31
23	01/18/2024	Hennig's Automotive Repair	6134 Gear Assembly	-716.19
24	01/18/2024	Bauer Compressors	Compressor Testing / Service	-1,472.88
25	01/18/2024	WestAmerica Bank	6168 Engine Payment	-56,056.78
26	01/22/2024	FF	Qtr 2 Paid Call	-416.02
27	01/22/2024	Admin	Admin Pay Jan 2024	-1,678.23
28	01/22/2024	FF	Qtr 2 Paid Call	-507.54
29	01/22/2024	FF	Qtr 2 Paid Call	-591.32
30	01/22/2024	FF	Qtr 2 Paid Call	-601.78
31	01/22/2024	FF	Qtr 2 Paid Call	-618.80
32	01/22/2024	FF	Qtr 2 Paid Call	-691.45
33	01/22/2024	FF	Qtr 2 Paid Call	-701.92
34	01/22/2024	FF	Qtr 2 Paid Call	-745.98
35	01/22/2024	FF	Qtr 2 Paid Call	-812.74
36	01/22/2024	FF	Qtr 2 Paid Call	-834.77
37	01/22/2024	FF	Qtr 2 Paid Call	-913.09
38	01/22/2024	Admin	Jan 2024 Admin Pay	-1,554.76
39	01/22/2024	Admin	Jan 2024 Admin Pay	-1,635.12
40	01/22/2024	FF	Smith River Incident	-18,910.66
41	01/22/2024	FF	Qtr 2 Paid Call	-51.85
42	01/22/2024	FF	Qtr 2 Paid Call	-89.01
43	01/22/2024	FF	Qtr 2 Paid Call	-213.68
44	01/22/2024	FF	Rainbow Incident	-218.64
45	01/22/2024	FF	Qtr 2 Paid Call	-218.65
46	01/22/2024	FF	Rainbow Incident	-218.65
47	01/22/2024	FF	Qtr 2 Paid Call	-233.43
48	01/22/2024	FF	Rainbow	-239.37
49	01/22/2024	FF	Rainbow	-259.26

NSJ Fire Protection District

Check Listing by Bank Account

January 2024

	Date	Name	Memo	Paid Amount
50	01/22/2024	FF	Rainbow	-259.26
51	01/22/2024	FF	Qtr 2 Paid Call	-293.02
52	01/22/2024	FF	Qtr 2 Paid Call	-338.58
53	01/22/2024	FF	Qtr 2 Paid Call	-352.65
54	01/22/2024	FF	Qtr 2 Paid Call	-355.82
55	01/22/2024	FF	Qtr 2 Paid Call	-374.46
56	01/22/2024	FF	Qtr 2 Paid Call	-389.21
57	01/22/2024	Gold Country Copier, Inc.	Copy Machine Agreement	-73.88
58	01/22/2024	FF	Qtr 2 Paid Call	-679.66
59	01/22/2024	Mead and Hunt Insurance	WRONG VENDOR! This will be refunded.	-696.69
60	01/30/2024	EDD	State Payroll Taxes	-25.48
61	01/30/2024	EDD	State payroll Taxes	-560.34
62	01/30/2024	EDD	State Payroll Taxes	-1,215.16
63	01/30/2024	Internal Revenue Service	Federal Payroll Tax	-8,523.68
64	01/30/2024	FF	Qrt 2 Paid Call	-696.69
				-116,825.99
TOTAL				**-116,825.99**

NSJ Fire Protection District
US Bank/Cal Card Transaction Detail Report
November 20 through December 22, 2023

Date	Name	Memo	Paid Amount
11/28/2023	All Season Awards	Name Plate for Plaque	58.52
11/28/2023	ZAP Manufacturing	Address Sign	134.38
12/01/2023	Staples	Residence Salt, Sugar, Soap	80.38
12/01/2023	Dish Network	Residence TV	102.66
12/01/2023	Microsoft 365	Office 365	106.70
12/01/2023	Microsoft 365	Office 365	92.00
12/02/2023	Home Depot	Lights for Station 3	-496.46
12/02/2023	Home Depot	Lights for Station 3	549.33
12/05/2023	Tofanelli's	Chiefs Meeting	40.80
			668.31

8.E

Retention Schedule

1708. RECORDS RETENTION SCHEDULE

(Section 1708 updated and adopted 5/18/2010)

District staff shall be responsible to maintain and archive in secure and weatherproof locations all records for periods of time outlined below.

Board & Standing Committee meeting minutes	Permanently
Resolutions and ordinances	Permanently
Payroll records	Permanently
Employee time cards	7 years
Employee personnel records (after termination)	4 years
Employment applications	3 years
Audit reports	Permanently
Contracts and leases (expired)	7 years
Contracts and leases (in effect)	Permanently
Fixed assets and depreciation schedules	Permanently
Insurance records and open claims	Permanently
Accident reports and claims (settled)	7 years
General ledgers and year-end trial balances	Permanently
Financial statements (year-end)	Permanently
Bank statements and cancelled checks	7 years
Vendor invoices and accounts payable ledgers	7 years
General and routine correspondence	2 years
Legal and important correspondence	Permanently
Safety records	6 years
Electronic media	1 year
Recordings of District meetings	1 year
Deeds	permanently
Grant applications and correspondence	5 years
Strike team records	5 years
Incident reports	5 years
Document drafts	Until adoption of final

The Operations and Personnel Manager shall be responsible for the destruction of records that have aged beyond the archive schedule.