

# NORTH SAN JUAN FIRE PROTECTION DISTRICT

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## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, January 23, 2024

**Final Adopted February 27, 2024**

**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 1<sup>st</sup> 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 29<sup>th</sup>.

### **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 8<sup>th</sup> at 10:00 to review the documents. Board members are encouraged to review the documents and provide Tom with their feedback before February 8<sup>th</sup>.

## **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 1<sup>st</sup>. 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 5<sup>th</sup>.

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. NCFR Report – Pat Leach.**

The next meeting will be January 25<sup>th</sup>.

**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 21<sup>st</sup>.

## 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:** 4<sup>th</sup> 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*

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Heidi Ryan, Board Secretary