

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, February 27, 2024

Final – Adopted March 26, 2024

PRESENT: Bruce Boyd, Chair; Rhea Williamson (arrived at 6:06), Treasurer; Pat Leach; Tim Tschantz

STAFF: Tom Browning, Deputy Fire Chief; Heidi Ryan

ABSENT: Samantha Hinrichs, Vice-Chair

1. **CALL TO ORDER:** Meeting called to order at 6:05 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF February 27, 2024, REGULAR BOARD MEETING AGENDA**

Heidi Ryan asked to remove item 6.G.

Pat Leach moved to approve the February 27th agenda as amended, Tim Tschantz seconded, motion carried 3-0-0-2.

3. **PUBLIC COMMENT:**

None.

4. **MINUTES:**

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

Rhea Williamson noted that during Public Comment a member of the community announced that he did not see any agendas hung in the community. However, agendas were hung in the designated areas in the community on Monday, January 15th.

Rhea Williamson moved to approve the Draft Minutes of January 23, 2024, Pat Leach seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**

Bruce Boyd shared that the Station 3 Bay Expansion Committee met recently and Bruce prepared plans adding 10 feet to the apparatus bay. The committee will move the project to the Finance Committee for further discussion. Rusty Fites-Kaufman believes it would be better to focus finances on upgrading and developing Station 1 in lieu of expanding the bay at Station 3. Bruce Boyd and Rhea Williamson both responded that they want to see both projects completed and will be actively looking for grants to complete work at Station 1.

Also, Bruce Boyd will be meeting with Supervisor Sue Hoek and Caleb Dardick to inquire about grants to upgrade Station 1.

Tom Browning announced that Chief Flores livestock was attacked by dogs and he will not be attending the meeting so he can take care of his animals.

6. REPORTS

A. Board Chair Report – Bruce Boyd

Bruce Boyd reminded Board Members that Form 700 is due by April 1st.

i. Correspondence

1. Correspondence from LAFCo:

This is a notice of public hearing for LAFCo to vote to establish the Community Service Area (CSA) that will encompass the hydrant project in North San Juan. Both Tom Browning and Bruce Boyd attended the public hearing.

B. Chief's Report – Deputy Chief Tom Browning

i. January 2024 Statistics

Deputy Chief Browning provided a summary of the January 2024 statistics.

ii. Current Department Activity

- Three firefighters currently in Firefighter 1 Academy; Chris Rainville, Micah Gross, and Alejandro Rodriguez. Chris Rainville is at the Sierra College Academy and was selected to serve as the Battalion Chief of his academy. Micah Gross and Alejandro are at the Yuba College Academy, and they are taking their EMT class along with the firefighter 1 academy.
- 6164 was staffed last week for 48 hours as part of an OES assignment for flood coverage. Our firefighters may be completing another OES staffing assignment for the anticipated storm this weekend.
- We have two new firefighters on board.

Rhea Williamson noted that the Southwest portion of the District saw a larger portion of the calls than usual. A discussion ensued regarding how the district is divided into quadrants (Northwest, Southwest, Northeast, and Southeast) and the potential to re-define those areas to better serve our data tracking.

C. Treasurer's Report – Rhea Williamson

i. Financials- January 2024: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Rhea Williamson presented the Financials for January 2024.

Rhea Williamson questioned a donation for \$7 noted as going into Donations (46180) on the Deposit Detail page which shows as a deposit in Mitigation on the Funds Summary page. Heidi Ryan responded that this donation was made by a resident who was paying mitigation fees. The Finance and Facilities Manager can clarify and correct, if needed, when she returns to the office.

Tim Tschantz asked if we could pay firefighters for strike team assignments when they complete the job vs. waiting until the District is paid for the strike team, which could be many months later. Rhea Williamson responded that this would likely require us to develop a separate fund to pay them out of as well as considering whether we have the cash available. This is a discussion best held at the Finance Committee.

Pat Leach moved to approve the January 2024 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

D. Firefighters Association Report – Sambhava Burke

Sambhava was not present, the next Association meeting is February 28.

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. All proceeds will be donated to the FireWise Communities that participate in the fundraiser.

Of the 16 Ridge FireWise Communities, 3 have not submitted renewal for 2024.

There are 96 FireWise Communities in Nevada County with 42 additional communities in the process of obtaining certification.

F. NCFA Report – Pat Leach.

Pat Leach announced that the Nevada County Fire Authority decided they will not be participating with the Nevada County's command vehicle.

G. Auxiliary Report – Sasha St. John

This item was removed from the agenda.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

Tom Browning announced that LAFCo voted to establish the Community Service Area for the proposed hydrant system in North San Juan. Next, residents within the Community Service Area will vote on the proposed annual service fee.

8. NEW BUSINESS

A. 2024 Cherry Festival Application – Heidi Ryan

Pat Leach moved to submit the application to the Department of Transportation for the 2024 Cherry Festival Parade on behalf of the North San Juan Community Center, Rhea Williamson seconded, motion carried 4-0-0-1

B. Grant Discussion – Tom Browning

Tom Browning announced that Rhea Williamson wrote a grant for the Forest Reserve Funds to install 10,000 gallons of water storage on Murphy Rd. If funded through the grant, this project will have the same specs and requirements as the water storage installed on Cruzon Grade.

C. LAFCo Nominee – Heidi Ryan

North San Juan Fire Protection District Board of Directors did not nominate any individual to the LAFCo Board.

D. AT&E Lines – Tom Browning

Tom Browning announced that AT&T is taking steps to drop landline and lifeline service. As a rural community, landlines serve a vital function during emergencies as well as day to day communications. Tom recommended that the Board draft a letter to AT&T and the California Public Utility Commission (CPUC) challenging this move. Rhea Williamson shared that there is a post on Facebook which shows how to submit a comment to CPUC regarding this issue, Rhea would like to see that post shared on the District's Facebook page.

Rhea Williamson moved to have the Board draft a letter to CPUC opposing AT&T's plans to end land lines and Lifeline services, Pat Leach seconded, motion carried 4-0-0-1.

E. Retention Schedule – Bruce Boyd

Following information learned at a recent Ethics training, Bruce Boyd would like a committee formed to review the District's current retention schedule. This committee could also ensure historical documents are stored and maintained correctly. Liz Walsh, Heidi Ryan, and Tom Browning will form this committee.

Additionally, Bruce asked all Board members to cc the District Secretary on all emails relating to District business, whether using an NSJ Fire email account or a personal account. By doing so, this will ensure all email communications regarding District business will be on the Districts system network.

F. Board Goals – Bruce Boyd

Pat Leach: Maintaining Board position and supporting firefighters.

Rhea Williamson: developing public education and outreach in conjunction with the Auxiliary and Association. Rhea would also like to help with grant writing.

Tim Tschantz: Expansion to apparatus bay at Station 3.

Bruce Boyd: Water storage tanks in District and remodel of Station 1.

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

10. ADJOURNMENT: Meeting adjourned at 7:29 PM.

Heidi Ryan

Heidi Ryan, Board Secretary