

# 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.nsfire.org](http://www.nsfire.org)

[info911@nsfire.org](mailto:info911@nsfire.org)

## BOARD OF DIRECTORS

### REGULAR MEETING

Tuesday, March 26, 2024

**Final – Adopted April 23, 2024**

**PRESENT:** Rhea Williamson, Treasurer; Pat Leach; Tim Tschantz

**STAFF:** Jason Flores, Fire Chief; Heidi Ryan

**ABSENT:** Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair

**1. CALL TO ORDER:** Meeting called to order at 6:04 PM. Roll taken. Quorum established. Pledge of Allegiance.

**2. APPROVAL OF March 26, 2024, REGULAR BOARD MEETING AGENDA**

Heidi Ryan asked to remove item 7.A and 8.B. Additionally, the date for the next meeting is incorrect (March 26, 2024), it should be listed as April 23, 2024.

Tim Tschantz moved to approve the March 26th agenda as amended, Pat Leach seconded, motion carried 3-0-0-2.

**3. PUBLIC COMMENT:**

John Schema provided Board members with documents he has gathered regarding his ongoing efforts to gain access to his property from Highway 49.

Boyd Johnson provided Board members with background information on why the district was divided into four quadrants for data tracking. Boyd relayed that the quadrants were developed when station 3 was built, which shifted the headquarters of the department away from downtown North San Juan.

Boyd Johnson read a list of document types he would like to ensure the Board/District holds onto. Mr. Johnson provided his document list to the District Secretary.

**4. MINUTES:**

**A. Draft Minutes of February 27<sup>th</sup>, 2024 Regular Board Meeting**

Pat Leach moved to approve the Draft Minutes of February 27, 2024, Tim Tschantz seconded, motion carried 3-0-0-2.

**5. ANNOUNCEMENTS:**

Tim Tschantz announced that the Finance Committee will be discussing the proposed expansion to the apparatus bay at station 3 at their April meeting.

**6. REPORTS**

**A. Board Chair Report – Bruce Boyd**

No Chair Report.

**i. Correspondence**

1. Correspondence from LAFCo:  
Heidi Ryan announced that LAFCo received a nomination for the open seat, but the nominee denied the nomination. LAFCo is again looking to fill an open seat for a voting member to represent special districts.

**B. Chief’s Report –Chief Jason Flores**

**i. February 2024 Statistics**

Jason Flores provided a summary of the February 2024 statistics.

**ii. Current Department Activity**

- Focusing on equipment maintenance.
- WT6191 has needed repairs which has put us over budget for the equipment maintenance line item.
- Chief Flores and Battalion Chief Van Order have been inventorying each station for maintenance needs.
- There is a dead oak tree at Station 2 that needs to be removed.
- Pile burning is still allowed, no permit required.
- The County Chief’s are considering switching from Incident View to Tablet Command.
- Waste Management clean-up day at Oak Tree Park went well.
- Tom Browning is out on Spring Break.

**C. Treasurer’s Report – Rhea Williamson**

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

Rhea Williamson presented the Financials for February 2024.

Rhea Williamson noted on the Deposit Summary page there is what appears to be a correction made by the County (\$176.91) but was unsure why it was listed as a deposit. Additionally, Rhea asked why there was a payment from Petty Cash for \$250, but said payment was not noted on the Funds Summary Page.

Pat Leach moved to approve the February 2024 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 3-0-0-2.

**D. Firefighters Association Report – Jason Flores**

The Association is looking forward to supporting the Auxiliary during the Scotch Broom Breakfast. Additionally, Sambhava wanted the Board to know that Melanya will not be available to help in preparing a newsletter until summer.

**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>. All proceeds will be donated to the FireWise Communities that participate in the fundraiser. Pat Leach has 8 tickets she would like to give to members of Ridge FireWise Communities.

May 4<sup>th</sup> is Wildfire Prevention. The FSC is looking for photos/videos/texts from FireWise Communities to showcase work they have completed.

**F. NCFA Report – Pat Leach.**

NCFA Audit Report from 2019-2022 is available for viewing.

**G. Auxiliary Report – Sasha St. John**

No report.

**7. OLD BUSINESS**

**A. Hydrant Committee Update – Tom Browning**

*This item was removed from the agenda.*

**B. Retention Schedule – Heidi Ryan**

Heidi Ryan announced that she discussed our current retention schedule with Gary Bell to see if it needs to be updated. Mr. Bell recommended we keep our schedule as is but consider passing a resolution that allows us to adhere to the *Secretary of State Local Government Records Management Guidelines*. This way, if we encounter a document type that is not explicitly identified on our Retention Schedule, we will still have a board approved process for how to retain said document. Additionally, Mr. Bell relayed that the primary reason for shredding documents that have aged out is to conserve space. Board members advised Heidi to prepare a resolution as recommended by Mr. Bell.

**8. NEW BUSINESS**

**A. Violence Prevention Plan – Jason Flores**

Jason Flores announced that the State of California required we have this plan in our IIPP by June 2024. Jason provided an overview of the plan. Chief Flores is the administrator of the plan, Chief Officers will be responsible for training firefighters on the plan. Rhea Williamson noted that she has found multiple typos in the plan. Heidi Ryan asked Rhea if she would proofread the plan and we can bring it back to the Board for approval if requested.

**B. Station 1 Options – Bruce Boyd**

*This item was removed from the agenda.*

**C. Finance and Facilities Manager Salary – Jason Flores**

Jason Flores announced that both Jason and Tom Browning conducted Lynn's evaluation and are very pleased with her work. Lynn has been tasked with developing a detailed description of how she completes her job duties. Jason will be asking the Personnel Committee to consider increasing Lynn's salary by 5%, which would bring her hourly rate to \$32.29.

**9. NEXT MEETING:** April 23, 2024, at 6:00 PM. Goals.

**10. ADJOURNMENT:** Meeting adjourned at 7:16 PM.

*Heidi Ryan*

Heidi Ryan, Board Secretary