

NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS

REGULAR MEETING

Tuesday, April 23, 2024

Final – Adopted 5/28/2024

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Rhea Williamson, Treasurer; Tim Tschantz

STAFF: Jason Flores, Fire Chief; Tom Browning, Deputy Fire Chief; Lynn McGarva; Heidi Ryan

ABSENT: Pat Leach

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

2. APPROVAL OF April 23, 2024, REGULAR BOARD MEETING AGENDA

Samantha Hinrichs moved to approve the April 23, 2024 agenda, Rhea Williamson seconded, motion carried 4-0-0-0.

3. PUBLIC COMMENT:

None.

4. MINUTES:

A. Draft Minutes of March 26, 2024 Regular Board Meeting

Rhea Williamson asked if the Board would need to adopt the Violence Prevention Program after the document has been edited. Heidi Ryan responded that the plan will be discussed at an upcoming staff meeting and will be returned to the Board if needed.

Rhea Williamson moved to adopt the Draft Minutes of March 26, 2024, Tim Tschantz seconded, motion carried 3-0-1-0.

5. ANNOUNCEMENTS:

None.

6. REPORTS

A. Board Chair Report – Bruce Boyd

Chris Fridel, from the Yuba Watershed Institute, is setting up a steering committee for the Ponderosa Fuel Break and seeks volunteers from NSJ Fire to join the committee. Tim Tschantz, Tom Browning, and Rusty Fites-Kaufman all volunteered.

i. Correspondence

Correspondence from LAFCo, AT&T, and the County of Nevada Community Development Agency.

B. Chief's Report –Chief Jason Flores

i. March 2024 Statistics

Jason Flores provided a summary of the March 2024 statistics.

ii. Current Department Activity

- Hot Shot Half Marathon was on April 20th.
- Debris escapes have been increasing. The recent Pendola incident was 18 acres and started from an escaped debris pile.
- Burn permits will be required on May 1st until the burn ban is put in place.
- Three firefighters are graduating from Firefighter 1 Academy in May.
- Yuba River Chiefs will be meeting on May 16th.
- CAL FIRE was recently conducting crew training at Reader Ranch.
- Firefighters will be helping with the Scotch Broom Breakfast on May 12th.
- The Department participated in the Lou Conter (last living survivor from the USS Arizona) Memorial Service.
- Tom Browning is on the Community Schools Committee, has participated in the Quarterly Critical Incident Stress Management (CISM) training, and attends the Yuba Cohorts Meetings. Additionally, Tom attended the Community Agencies United for Safe Schools and Safe Streets (CAUSE).
- Tom will be on KVMR Wednesday night during the *Sages Among Us* segment where he will discuss the fire department.

C. Treasurer's Report – Rhea Williamson

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

Rhea Williamson presented the Financials for March 2024.

Samantha Hinrichs moved to approve the March 2024 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 4-0-0-0.

ii. FY 2023-24 Year-to-Date Budget vs. Actuals

Tom Browning and Rhea Williamson summarized the FY 2023-24 Year-to-Date Budget vs. Actuals. This is for informational purposes only, no action needed.

D. Firefighters Association Report – Jason Flores

No Report.

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

No Report.

F. NCFR Report – Pat Leach.

No Report.

G. Auxiliary Report – Sasha St. John

No report.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

Residents within the Community Service Area will be asked to vote to approve the annual Service Fee (\$130) for the system. If approved, construction on the project could begin by next year.

B. Resolution 2024-01, Retention Schedule – Heidi Ryan

Heidi Ryan announced that she discovered a mistake in the prepared Resolution and will bring this back to the Board at the May meeting.

8. NEW BUSINESS

A. Station 1 Options – Bruce Boyd

Bruce Boyd met with Caleb Dardick and Sue Hoek to brainstorm ideas of how to fund replacing Station 1. One funding option that was discussed was to obtain bonds for the project that we would pay back at a low interest rate. Another option to consider is to take a bond measure to the district residents. Caleb Dardick also suggested combining our Station 1 project with a similar project from the Town of Washington. We could also consider a partnership with the Oak Tree Park District, as they may have different bond limitations.

To be ready for potential grant funding, we need to have a “shovel ready” project, meaning we will have to commit time and resources to have plans drawn. Plans are typically good for five years. Bruce Boyd has volunteered to draw a sketch design for Station 1. With that sketch design, it will give us something to present if funding becomes available.

Samantha Hinrichs left the meeting at 6:56

B. Finance and Facilities Manager Salary – Bruce Boyd

Tom Browning announced that Lynn McGarva received a positive evaluation and both Tom and Jason Flores are recommending Lynn receive a 5% merit increase which would take her hourly rate from \$30.75 to \$32.29. Bruce Boyd and Rhea Williamson also asked to add a 3% cost of living increase.

Rhea Williamson moved to approve a 5% merit increase and a 3% cost of living increase to the Finance and Facilities Manager Salary retroactive to April 6th, 2024, motion carried by the following roll call vote:

Samantha Hinrichs – Absent

Rhea Williamson – Aye

Pat Leach – Absent

Tim Tschantz – Aye

Bruce Boyd – Aye

Aye: 3

No: 0

Abstain: 0

Absent: 2

C. Resolution 2024-02 Calling for General Election – Bruce Boyd

Our Board has two member seats that will be up for re-election in November: Rhea Williamson and Pat Leach.

Rhea Williamson moved to adopt Resolution 2024-02 Calling for General Election and to dispense with reading the resolution, Tim Tschantz seconded, motion carried by the following roll call vote:

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

Aye: 3 No: 0 Abstain: 0 Absent: 2

9. NEXT MEETING: May 28, 2024, at 6:00 PM. Goals.

10. ADJOURNMENT: Meeting adjourned at 7:05 PM.

Heidi Ryan

Heidi Ryan, Board Secretary