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, May 28, 2024
Final – Adopted June 25, 2024

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Rhea Williamson, Treasurer; Tim Tschantz; Pat Leach
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 April 23, 2024, REGULAR BOARD MEETING AGENDA**
   Rhea Williamson moved to approve the May 28, 2024 agenda, Tim Tschantz seconded, motion carried 5-0-0-0.

3. **PUBLIC COMMENT:**
   Liz Walsh wanted to commend the Finance Committee for their development and preparation of the budget.

4. **MINUTES:**
   A. **Draft Minutes of April 23, 2024 Regular Board Meeting**
      Rhea Williamson moved to adopt the Draft Minutes of April 23, 2024, Samantha Hinrichs seconded, motion carried 5-0-0-0.

5. **ANNOUNCEMENTS:**
   None.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      The California Public Utilities Commission has rejected AT&T request to drop landlines. Additionally, LAFCo has identified a small area of land North of our District that we could incorporate.

      i. **Correspondence**
         Correspondence from California Public Utilities Commission.

   B. **Chief's Report –Chief Jason Flores**
      i. **April 2024 Statistics**
         Jason Flores provided a summary of the April 2024 statistics.

ii. Current Department Activity

Chief Flores

- Firefighters cooked food for the Scotch Broom Breakfast.
- Firefighters had a work party at Station 1 to prep the grounds for the Scotch Broom Breakfast.
- The burn ban will likely be established in early June.
- Debris escapes have increased.
- US Forest Service is in moderate fire danger.
- 6130 and 6132 are getting some repairs done.
- Firefighters Casey Fites-Kaufman and Tommy Davis have been updating our radios with current CAL FIRE and US Forest Service loads.
- The Yuba River Fire Chief's met and are planning to conduct a field day to run drills. Camptonville is still looking for volunteers, including a Fire Chief.
- Chief Flores welcomed back Chris Rainville, Micah Gross, and Alejandro Rodriguez, all three recently graduated from Firefighter 1 Academy.

Chief Browning

- The Nevada County Law Enforcement Fire Protection Council is asking for each department to provide a state of their department on June 13th.
- Community Agencies United for Safe Schools and Safe Street (CAUSSSS) announced that suicide rates in the County are down.
- On May 16th, Tom participated in a Water Safety Training at Nevada Union High School and will be conducting the same training at Grizzly Hill School on June 5th.
- The South Yuba River Cohorts have developed mile markers along river trails from Edwards to Purdon. There are also 4 emergency cell phones along the trail. The mile markers will help emergency responders pinpoint where victims are located better. The Cohort will also be working with State Parks to have life jackets available once the river is safe to swim.

Rhea Williamson noted that she hears the Chief Officers discuss various training and public education endeavors, but she is not seeing them captured in the monthly statistics. Chief Flores said he will remind staff to complete and submit training logs.

C. Treasurer's Report – Rhea Williamson

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

Rhea Williamson presented the Financials for April 2024.

Samantha Hinrichs moved to approve the April 2024 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 5-0-0-0.

ii. Capital Outlay Projects

Tom Browning announced that the Finance Committee met and discussed five Capital Outlay Projects, as well as funding sources. Of the five projects, the Finance Committee approved three of those projects to be presented to the Board: $18,000 match to the Forest Reserve Fund Grant award for water storage tanks on Purdon/Murphy Road; $4,000 for a new telephone system at Station 3; and

$200,000 to expand the bay at Station 3. Tom asked the Board to approve these three projects to get them added to the FY 2024-25 Budget.

Pat Leach moved to approve the three Capital Outlay projects as presented, Samantha Hinrichs seconded, motion passed by the following roll call vote:

Samantha Hinrichs: Aye
Rhea Williamson: Aye
Pat Leach: Aye
Tim Tschantz: Aye
Bruce Boyd: Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

iii. FY 2024-25 Preliminary Budget

When looking at the proposed Preliminary Budget, Rhea Williamson noted that pink indicates the line item is being decreased from the previous year, green means the line item in being increased from the previous year, and notes regarding changes are in blue. Additionally, Tom Browning created a summary of all the significant changes proposed from the previous year.

Rhea Williamson went through the proposed Preliminary Budget line by line and discussed significant changes.

Due primarily to the increase in liability insurance (from $12,700 in 2020 to $52,000 in 2024) the Finance Committee has had to cut $40,000 from the budget. One of the major cuts was $20,000 to firefighter paid call, which eliminated the program. This cut was discussed with the firefighters and at this time, the firefighters are not concerned about the loss of this program.

Rhea Williamson moved to approve the FY 2024-25 Preliminary Budget as presented, Tim Tschantz seconded, motion passed by the following roll call vote:

Samantha Hinrichs: Aye
Rhea Williamson: Aye
Pat Leach: Aye
Tim Tschantz: Aye
Bruce Boyd: Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

iv. Funds Transfer

Samantha Hinrichs moved to approve transferring $54,848 from Measure Q Fund (6717) to General Fund (6720) and $2,300 from AB1600 Mitigation Fund (6777) to General Fund (6720), Pat Leach seconded, motion passed by the following roll call vote:

Samantha Hinrichs: Aye
Rhea Williamson: Aye

Pat Leach: Aye
Tim Tschantz: Aye
Bruce Boyd: Aye

Ayes: 5 Noes: 0 Abstain: 0 Absent: 0

D. Firefighters Association Report – Sambhava Burke

- Association has a little over $4,000 balance.
- Discussing fundraising ideas, in addition to the Spaghetti Dinner
- Firefighters are looking into the SAFER grant to help offset the cuts to paid call
- Developed a "wish list" they would like to present to the Fire Auxiliary

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

Pat Leach announced that close to 400 people have bought tickets for the upcoming fundraiser on June 1st. Additionally, CAL FIRE has developed a program to train resident FireWise Community leaders. This training will be two days, date to be determined.

F. NCFA Report – Pat Leach.

Next meeting is Thursday, May 30th.

G. Auxiliary Report – Sasha St. John

No report.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

Tom Browning and Bruce Boyd attended the last Board of Supervisors meeting where they approved sending out a ballot to the residents of the Community Service Area that will serve the proposed fire hydrant system in North San Juan. We have received the ballots for our two parcels affected, they are due July 5th. Tom has asked the Board to sign the ballots. The Board agreed that the Board Chair can submit the ballots.

Additionally, Nevada County provided an agreement to NSJFPD to have the well at Station 1 be used in a monitoring program after the hydrant system is installed. The well will be monitored to ensure the water lever and quality is not negatively impacted during tank refilling operations, which will be primarily conducted during winter months. Board Chair Bruce Boyd signed the agreement.

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

Rhea Williamson moved to adopt Resolution 2024-01 to amend the current retention schedule, Pat Leach seconded, motion passed by the following roll call vote:

Samantha Hinrichs: Aye
Rhea Williamson: Aye
Pat Leach: Aye
Tim Tschantz: Aye
Bruce Boyd: Aye

Aye: 5 Noes: 0 Abstain: 0 Absent: 0

C. Grant Award: Forest Reserve Fund Grant – -Bruce Boyd

Bruce Boyd announced that we were awarded $18,000 for the Forest Reserve Fund Grant. Funds will be used to install water storage tanks on Murphy Road near Purdon Road.

8. NEW BUSINESS

A. **Resolution 2024-03 Applying a COLA to Measure Q for FY 2024-25 – Rhea Williamson**

Rhea Williamson announced that the Finance Committee voted to apply a cost-of-living adjustment (COLA) to Measure Q in the amount of 2.66%. If passed, many of our constituents will see a $1.71 increase on their tax bill. This will increase our revenue from Measure Q by $5,865.

Bruce Boyd opened the Public Hearing. Having no comments the Public Hearing was closed.

Samantha Hinrichs moved to adopt Resolution 2024-03 to apply a 2.66% COLA to Measure Q, Tim Tschantz seconded, motion carried by the following roll call vote:

Samantha Hinrichs: Aye
Rhea Williamson: Aye
Pat Leach: Aye
Tim Tschantz: Aye
Bruce Boyd: Aye

Aye: 5 Noes: 0 Abstain: 0 Absent: 0

B. 1st Reading: District Org Manual Change to Purchasing Policies, Section 2307– Tom Browning

Tom Browning asked the Board to change the limit of discretionary purchases from $2,000 to $5,000. This will allow purchases to be made up to $5,000 without needing approval from the Board. Any purchase over $5,000 will require Board approval and up to three bids from vendors.

This will come back to the Board at the June meeting for a second reading and Board approval.

C. South Yuba Rim Hazardous Fuels Reduction Project – Tom Browning

Tom Browning and Tim Tschantz attended the South Yuba Rim Hazardous Fuels Reduction Project Committee meeting. This project is different from a fuel break on a ridgetop, it will include more fuel reduction efforts leading up to the fuel break. The proposed area for this project will roughly be from Bridgeport to Malakoff Diggins. The next step will be a community meeting.

9. NEXT MEETING: June 25, 2024, at 6:00 PM.

10. ADJOURNMENT: Meeting adjourned at 7:55 PM.

Heidi Ryan

Heidi Ryan, Board Secretary