NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, June 25th, 2024
Adopted July 23, 2024

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Rhea Williamson, Treasurer; Pat Leach
STAFF: Jason Flores, Fire Chief; Tom Browning, Deputy Fire Chief; Lynn McGarva; Heidi Ryan

ABSENT: Tim Tschantz

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

2. **APPROVAL OF June 25th, 2024, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd asked to remove item 7.C as there is no update.

   Rhea Williamson moved to approve the June 25th, 2024, agenda as amended, Pat Leach seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   None

4. **MINUTES:**
   A. **Draft Minutes of May 28th, 2024, Regular Board Meeting**
      Rhea Williamson moved to adopt the Draft Minutes of May 28th, 2024, Samantha Hinrichs seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Samantha Hinrichs thanked the firefighters for conducting the Water Safety training at Grizzly Hill School. Students were able to practice catching a throw bag (used during water rescue incidents) and it was very effective.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      Boyd Johnson sent a letter to the Board outlining potential downsides to extending the apparatus bay at Station 3 as well as providing alternatives. Bruce Boyd would like to hold a public hearing on expanding the bay at Station 3 to get additional feedback from the community.

      i. **Correspondence**
         Correspondence from Boyd Johnson.

B. Chief's Report –Chief Jason Flores

i. May 2024, Statistics

Jason Flores provided a summary of the May 2024 statistics.

ii. Current Department Activity

Chief Flores

- Engine 6168 was on a Nevada County strike team for a week. Andy Guetebier went out as an Engine Boss Trainee.
- Firefighters attended the Cherry Festival and provided traffic control. North San Juan Fire led the parade.
- New applicant interested in joining the department.
- Water Tender 6191 is getting work done, Engine 6182 will be next to get work done. Engine 6162 is back in service.
- The US Forest Service released a Fuels Advisory highlighting the grass component this fire season. Grass fires are fast moving fires.
- Nathaniel Van Order is developing a task book for new employees.
- Chief Officers are continuing to develop a new driving program for the department.

Chief Browning

- Tom Browning shared that he recently attended an excellent leadership course in Gettysburg Pennsylvania through the US Forest Service.

C. Treasurer's Report – Rhea Williamson

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

Lynn McGarva handed out a corrected Funds Summary Page as the version in the board packet was missing a deposit. Rhea Williamson presented the Financials for May 2024.

Rhea Williamson moved to approve the May 2024 Financials and Cal Card as presented, Pat Leach seconded, motion carried 4-0-0-1.

ii. FY 2024-24 Mitigation Report

This is an annual requirement highlighting all activity in AB1600 (Mitigation Fund), no action needed.

D. Firefighters Association Report – Jason Flores

- Ethan Hunter has offered to help cook for a chili fundraiser. Casey and Cameron are looking into a movie in the park event in July as well as a fundraiser at Del Oro during Fire Prevention Week.
- Sambhava and Cameron are going to apply for a SAFER grant in spring 2025.

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

Pat Leach announced that the June Fire Safe Council raised $25,000 that was distributed to 17 FireWise Communities. Robinson Road FireWise Community won $3,000 in prizes.

There are over 100 FireWise Communities in the County.

F. NCFA Report – Pat Leach.

The Nevada County Fire Authority (NCFA) presented their 2024-25 draft budget. Participating Fire Departments/Districts will see the largest cost increase for membership to date. Fees for membership are based on property value provided by the Nevada County Assessor's Office. North San Juan Fire Protection's fee increased by $700.

G. Auxiliary Report – Bruce Boyd

Sasha St. John (Auxiliary President) met with Bruce Boyd, Tom Browning, Sambhava Burke (Association President) and Heidi Ryan to discuss how the Auxiliary can best support the firefighters and how to prioritize their funds. Discussions are ongoing.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

Tom Browning announced that on July 9th the Board of Supervisors will be counting ballots to determine if the annual service assessment is approved. If approved, the hydrant project will continue moving forward. If the assessment does not pass, the County will continue to look for other funding sources and the project will be delayed.

B. 2nd Reading: District Org. Manual Change; Purchasing Policies, Section 2307- Heidi Ryan

Heidi Ryan reminded the group that this will change discretionary purchases from $2,000 to $5,000. Board members will still see and approve all purchases made but will not be required to approve purchases under $5,000 before the purchase is made.

Pat Leach moved to amend purchases policy to increase discretionary purchase of assets and service contracts from $2,000 as a minimum to $5,000, Samantha Hinrichs seconded, motion passed by the following roll call vote:

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

Aye: 4 Noes: 0 Abstain: 0 Absent: 1

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

Removed from Agenda.

8. NEW BUSINESS

A. **CWPP Update – Bruce Boyd**

Bruce Boyd announced that Nevada County is updating their Community Wildfire Prevention Plan (CWPP) and would like North San Juan Fire Protection District to update ours as well. Bruce is looking for volunteers to work on updating our CWPP. Heidi Ryan will send Board members our current CWPP (adopted in 2017) for review and we will revisit this discussion at the July meeting.

B. Swiftwater PPE Purchase – Tom Browning

Tom Browning announced that the department has recently sent 4 firefighters through Swiftwater training and they are using their own personal protective equipment (PPE) as NSJFPD's gear is old and no longer operating as intended. Tom asked the Board to approve the purchase of Swiftwater PPE as outlined in the attached *Swiftwater Rescue Equipment Gear* form to be made this fiscal year (FY 2023-24). Additionally, Tom would like the discretion to use multiple vendors to complete the purchase to ensure the best cost.

Rhea Williamson moved to approve up to $7,000 for purchase of Swiftwater rescue equipment gear, Samantha Hinrichs seconded, motion passes 4-0-0-1.

C. Resolution 2024-04 Collection of Special Tax (Measure Q) – Rhea Williamson
This is an annual requirement from the Nevada County Auditor Controller's office.

Rhea Williamson moved to approve Resolution 2024-04 for the collection of special tax (Measure Q) for fiscal year 2024-25, Pat Leach seconded, motion carried by the following roll call vote:

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

Aye: 4 Noes: 0 Abstain: 0 Absent: 1

D. Resolution 2024-05 Authorizing Nevada County Auditor Controller to Collect Special Taxes – Rhea Williamson
This is an annual requirement from the Nevada County Auditor Controller's office.

Samantha Hinrichs moved to approve Resolution 2024-05 authorizing Nevada County Auditor Controller to collect special taxes for fiscal year 2024-05, Pat Leach seconded, motion carried by the following roll call vote:

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

Aye: 4 Noes: 0 Abstain: 0 Absent: 1

E. Resolution 2024-06 Capital Mitigation Plan Update – Bruce Boyd
This is an annual requirement to maintain our Mitigation program.

Samantha Hinrichs moved to approve Resolution 2024-06 authorizing Nevada County Auditor Controller to collect special taxes for fiscal year 2024-05, Pat Leach seconded, motion carried by the following roll call vote:

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

Aye: 4 Noes: 0 Abstain: 0 Absent: 1

F. Fire and Rescue Mutual Aid Agreement – Jason Flores
Jason Flores announced that this is a draft plan that the Western Nevada County Fire Chiefs Association put together. This plan outlines how to move resources (fire engines) throughout the County in the event of a large incident that draws resources down. Tom Browning added that this would become a County wide automatic aid agreement. Tom noted that NSJ Fire would send everything we have/can to an incident to prevent loss of life and/or property, so long as we maintain one engine in service within the District.

G. CLOSED SESSION: Pursuant to Section 54967

H. Report on Closed Session – Bruce Boyd
The Board, Chief Flores, and Deputy Chief Browning conducted Heidi Ryan's (Operation and Personal Manager) evaluation. No action was taken.

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

10. ADJOURNMENT: Meeting adjourned at 7:48 PM.

Heidi Ryan
Heidi Ryan, Board Secretary