NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, July 23, 2024
Final Adopted 10/22/24

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs (arrived at 6:01), Vice-Chair; Rhea Williamson, Treasurer; Pat Leach; Tim Tschantz
STAFF: Jason Flores, 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 July 23, 2024, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd pointed out that item 6.C.ii will be an action item.

   Rhea Williamson moved to approve the July 23rd, 2024, agenda as amended, Pat Leach seconded, motion carried 5-0-0-0.

3. **PUBLIC COMMENT:**
   None

4. **MINUTES:**
   A. **Draft Minutes of May 28th, 2024, Regular Board Meeting**
      Rhea Williamson noted that an additional zero needs to be added to the number listed in first line of item 7.B (2nd Reading: District Org. Manual Change; Purchasing Policies, Section 2307).

      Samantha Hinrichs moved to adopt the Draft Minutes of June 25th, 2024, as amended, Pat Leach seconded, motion carried 5-0-0-0.

5. **ANNOUNCEMENTS:**
   Pat Leach announced that she will not be seeking a 6th term as a Board member.

   Rhea Williamson shared that she has recently viewed the burn scar of the Dixie Fire from 2022 and was shocked how destructive the fire was to the forest.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      Bruce Boyd announced that the District will be holding a workshop on capital outlay projects at the September Board meeting. Bruce Boyd, Jason Flores, Tom Browning, and Tim Tschantz will meet in early September to prepare for the proposed workshop.

The workshop will give the public the opportunity to provide feedback on how NSJ Fire will prioritize spending on capital outlay projects.

i. Correspondence

None.

B. Chief's Report –Chief Jason Flores

i. June 2024, Statistics

Jason Flores provided a summary of the June 2024 statistics.

ii. Current Department Activity Chief Flores

- Swiftwater gear has been purchased.
- The department has been exceptionally busy participating in strike teams and task force's.
- Tommy Davis and Eugene Lehman have been out on Fireline EMT assignments.
- Engine 6168 is back in service after having the driveshaft repaired. Engine 6186 is currently out for annual maintenance.
- Tom Browning was pre-positioned in Southern California for two days and is currently in route to the Gold Incident with his Incident Management Team.
- We are at National Preparedness Level 5, which is the highest level. This reflects the drawdown of resources across the nation. Peak fire season is August and September.

Battalion Chief Chris Dorn

- Chris Dorn provided a summary of strike team and OES preposition activity to date.
- Angel Flores has been managing the backfill shifts to help ensure the District is covered. Angel shared that it has been difficult to keep the District staffed and noted that were calls in the District that NSJ Fire did not respond to (CAL FIRE did respond from Station 42).

Samantha Hinrichs asked how firefighters are treated after witnessing fatalities on calls. Chief Flores responded that the District has an Employee Assistance Program that firefighters have access to. The County also provides a CISM (Critical Incident Stress Management) team that can work with firefighters. Chief Dorn added that Chief officers also provide debriefing from trauma and fatality calls and check in with firefighters.

C. Treasurer's Report – Rhea Williamson

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

Rhea Williamson presented the financials for June, 2024.

Rhea Williamson moved to approve the June 2024 Financials and Cal Card as presented, Pat Leach seconded, motion carried 5-0-0-0.

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

Rhea Williamson presented the FY 2023-24 Year-to-Date Budget vs. Actuals highlighting line items where there were significant differences on what was budgeted versus was spent or received.

Lynn McGarva added that we have switched to accrual accounting to manage purchases that were made in June and paid for in July to ensure that the purchases are captured in the FY 2023-24 budget.

Rhea Williamson moved to adopt the FY 2023-24 Year-to-Date Budget vs. Actuals, 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

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

D. Firefighters Association Report – Heidi Ryan

- The Association has lost two of their officers (Vice-President and Treasurer) and will be holding elections to fill those positions.
- The Association is still planning on a movie in the park fundraiser.
- 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 FireWise Communities need to update their threat assessments. Pat has not heard the final number for the Fire Safe Council foundraiser. Additionally, the FireWise Coalition is meeting quarterly, with the next meeting expected in September.

F. NCFA Report – Pat Leach.

The next meeting is in September.

G. Auxiliary Report – Bruce Boyd

No Report.

7. OLD BUSINESS

A. Hydrant Committee Update – Heidi Ryan

Heidi Ryan announced that the assessment passed. Out of 142 ballots sent out, the County received 15 “no” votes. Requests for proposal are expected to go out by the end of the year so construction can begin in 2025. The project is estimated to be completed in 2026.

B. Forest Reserve Fund Grant – Bruce Boyd

No new action to report on.

C. Community Wildfire Prevention Plan (CWPP) - Bruce Boyd

Bruce Boyd has again asked for volunteers to lead the update of the Community Wildfire Prevention Plan. This project will need to be completed towards the end of the year so we can ensure it is included in the County's CWPP. Rhea Williamson and Samantha Hinrichs have volunteered for the project. Samantha will also reach out to Sarah Greensfelder.

D. South Yuba Rim Hazardous Fuels Reduction Project – Heidi Ryan

Heidi Ryan shared that Chris Fridel coordinated a community meeting in June to discuss the project. Tom Browning and CAL FIRE Battalion Chief Sean Ryan presented at the meeting. Around 60 residents were in attendance and the project was well received. There will be additional meetings to come.

8. NEW BUSINESS

A. **Operations and Personnel Manager Salary – Bruce Boyd**

Battalion Chief Angela Flores asked why the Board was considering giving staff raises when paid call for the firefighters was removed due to budget restraints. Lynn McGarva responded that staff hours have been reduced.

Rhea Williamson moved to approve a 5% step increase and a 3% cost of living increase for the Operations and Personnel Manager, Tim Tschantz seconded, motion carried 5-0-0-0.

9. NEXT MEETING: September 24th, 2024, at 6:00 PM at Station 1 on Reservoir St.

10. ADJOURNMENT: Meeting adjourned at 7:26 PM.

Heidi Ryan

Heidi Ryan, Board Secretary