NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, October 22, 2024
Final Adopted 11/26/2024

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

ABSENT: Pat Leach

1. **CALL TO ORDER:** Meeting called to order at 5:59 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF October 22, 2024, REGULAR BOARD MEETING AGENDA**
   Rhea Williamson moved to approve the October 22, 2024 Regular Board Meeting Agenda, Tim Tschantz seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   None

4. **MINUTES:**
   A. **Draft Minutes of July 23, 2024, Regular Board Meeting**
   B. **Draft Minutes of September 24, 2024, Regular Board Meeting**
   C. **Draft Minutes of September 27, 2024, Regular Board Meeting**

Rhea Williamson moved to approve the draft minutes from July 23, September 24, and September 27, Samantha Hinrichs seconded, motion carried 4-0-0-1

5. **ANNOUNCEMENTS:**
   Samantha Hinrichs wanted to acknowledge all the great work Pat Leach has done for local FireWise Communities.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      Bruce Boyd noted that there are two correspondences from Boyd Johnson that will be discussed during the Chief's Report.

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

   B. **Chief's Report –Chief Tom Browning**

i. **July, August, September 2024, Statistics**
Tom Browning provided a summary of the statistics.

ii. **Current Department Activity**

Tom Browning

- Engine 6164 was on assignment.
- Trainings are shifting, Rob Riley is not doing medical trainings as much as he was. Angela and Judy are leading medical trainings, Nathaniel and Chris Dorn are leading regular trainings. CALFIRE has been a big part every Wednesday.
- CALFIRE Union is going under changes and negotiations to reduce their hours and shift types; There will be staff at Station 42 for a longer period.
- Excellent Public Education Day. Samatha noted the importance of teaching kids how to call 911. Appreciation to Angela for her hard work.

iii. **Respond to Boyd Johnson Email on Department Response.**

- Tom talked about the response to calls; lack of firefighters and EMTs covering shifts, ideally two people should be covering shifts and the need for recruitment.
- Boyd Johnson asked the Board to document out of county assignments for public transparancy.

C. Treasurer's Report – Rhea Williamson

i. **Financials- July, August, September 2024: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card**
Rhea Williamson presented the Financials for July, August, September 2024.

Rhea Williamson moved to approve the July, August, September 2024 Financials and Cal Card as presented, Samantha Hinrichs seconded, motion carried 4-0-0-1.

ii. **Budget vs. Actual First Quarter FY 2024-25**
This is a quarterly report for information only, no action needed.

D. Firefighters Association Report – Tom Browning

- No Report

E. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Pat Leach
No Report

F. NCFA Report – Pat Leach.
No Report

G. Auxiliary Report – Bruce Boyd
Sam Hinrichs commented that Grizzly Hill students will be serving at the appreciation dinner.

7. OLD BUSINESS

A. Hydrant Committee Update – Tom Browning

Tom Browning announced that an Economic Development Survey did not meet the grant requirements and will have to be re-submitted. This delay will push back construction of the project to 2026. In the meantime, wells in the service area will be tested and set up for monitoring.

B. Grant Award: Forest Reserve Fund Grant – -Bruce Boyd
No Report.

8. NEW BUSINESS

A. **Resolution 2024-07 – District Manager Compensation Merit Step Schedule – Bruce Boyd**
Actualization of Merit Step Schedule, including inflation amounts.

Samatha Hinrichs moved to accept resolution 2024-07 North San Juan Fire Protection District Manager Compensation Merit Step Schedule as presented.
Tim Tschantz seconded it, motion carried by the following roll call vote:

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

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

B. Operations and Personnel Manager – Tom Browning

i. Accept resignation of Heidi Ryan
Samantha moved to accept Heidi's resignation, Rhea seconded, motion carried 4-0-0-1

ii. Offer of a Conditional Appointment – Tom Browning
Samantha moved to offer a conditional appointment to Amy Rodriguez for operations and personnel manager starting at step 1 of the Merit Step Schedule, Tim Tschantz seconded, motion carried 4-0-0-1

C. Authorization to Submit Request for Proposals (RFP) for FEMA Assistance to Firefighter Grant – Angela Flores
Noth San Juan was awarded assistance to firefighters grant in the amount of $98,285.71 to purchase new turnouts. According to the districts org manual purchases of this amount require board approval to obtain bids.
Rhea moved to authorize the request for proposal for FEMA assistance to firefighters grant as revised, Samantha Hinrichs seconded it, motion carried 4-0-0-1

9. NEXT MEETING: November 26, 2024, at 6:00 PM.
10. ADJOURNMENT: Meeting adjourned at 7:58 PM.

Amy Rodriguez
Amy Rodriguez, Board Secretary