NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

BOARD OF DIRECTORS – REGULAR MEETING
Tuesday, April 22, 2025, 6:00 PM
AGENDA

1. **6:00 PM - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Action 2. **6:01 PM or as soon thereafter as possible - APPROVAL OF April 22, 2025 REGULAR BOARD MEETING AGENDA**

3. **PUBLIC COMMENT and RECORDS**

In accordance with the Brown Act, members of the public may address the Board on any item within its subject matter jurisdiction. At regular meetings, public comment may include items not listed on the agenda; however, no action may be taken on those items. A minimum of 15 minutes will be provided for public comment, with individual speakers limited to 3 minutes, depending on the number of requests. At special meetings, public comment is limited to items listed on the agenda. Each speaker will have one opportunity to speak, in the order requests are received.

4. **MINUTES**

Action **A.** Minutes of March 25, 2025 Regular Board Meeting 🕮

5. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

6. **REPORTS**
   - **A.** Board Chair Report – Bruce Boyd
     - **i.** Correspondence 🕮
   - **B.** Chief's Report – Tom Browning
     - **i.** March 2025 Statistics 🕮
     - **ii.** Current Department Activity
   - **C.** Treasurer's Report – Rhea Williamson

Action **i.** Financials- March 2025: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮

ii. Budget vs Actual 🕮

Action **iii.** Preliminary Budget FY 2025-26 Review 🕮

   - **D.** Firefighter Association Report – Sambhava Burke
   - **E.** Fire Safe Council/FireWise Coalition/Ridge FireWise Communities Report – Samantha Hinrichs
   - **F.** NCFA Report – Tim Tschantz
   - **G.** Auxiliary Report – Sasha St. John

8. **OLD BUSINESS**
   - **A.** Hydrant Committee Update – Tom Browning

Action **B.** Capital Improvement – Tim Tschantz

9. **NEW BUSINESS**

Action **A.** Fire Chief Job Description Review 🕮

Action **B.** Operations and Personnel Manager Merit Step Salary Increase 🕮

Action **D.** Cherry Festival Parade Permit

Action **E.** Purchase New Utility Vehicle – Tom Browning

F. Electric Vehicle Charging Station, at Station 1 -Tom Browning 🕮

10. **NEXT MEETING: May 27, 2025 at 6:00 PM**

11. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra SuperStop, NSJ Post Office, Petersons. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

4.A.

Minutes of
March 25, 2025

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
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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, March 25, 2025
Draft

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

STAFF: Tom Browning, Deputy Fire Chief
Cindy Browning, Note Taker.

ABSENT: Pamela Morey

1. **CALL TO ORDER:** Meeting called to order at 6:04 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF March 25, 2025, REGULAR BOARD MEETING AGENDA**
Director Rhea Williamson moved to approve the March 25, 2025 Regular Board Meeting Agenda as amended, Vice-Chair Samantha Hinrichs seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**

Boyd Johnson noted that the mission statement on the website is outdated or incorrect.

Liz Walsh had no comment at this time and stated she would address her comments later.

4. **MINUTES:**
Draft Minutes of February 25, 2025, Regular Board Meeting
Director Williamson moved to approve the minutes as amended.

The following corrections were noted:
The date should reflect March 25, 2025 (not 2024).
Item 7a should indicate that Sam Hinrichs was the acting chair.

In Item 7b iii, the second paragraph currently begins with "and"; this should be corrected to begin with "Amy".

Item E lists Pat Leach, who is no longer a board member. Future references to this item (Fire Safe Council) should reflect Sam Hinrichs in place of Pat Leach.

Director Hinrichs seconded the motion.
Motion passed.

Rhea Williamson: Aye
Pamela Morey: Absent
Tim Tschantz: Aye
Samantha Hinrichs: Aye
Bruce Boyd: Aye

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

5. ANNOUNCEMENTS:

Announcements:
Board President Boyd reported that CAL FIRE has made progress clearing brush in the Jackass Flats area and is now working through the Intimate Forest.

6. REPORTS

A. Board Chair Report – Bruce Boyd

President Boyd requested that board members be notified when incidents occur, including their severity, so they are prepared to answer questions from the public.

Chief Tom Browning recommended creating a group text that includes the five board members, and chief officers to alert the group of major incidents likely to draw public or media attention.

A trial of this notification system will be initiated by Chief Browning.

Director Hinrichs requested that notifications include when engines are out of service.

Committee Formation – New Fire Chief Search:
President Boyd proposed forming a committee to begin the search for a new Fire Chief.
Committee members: Chief Tom Browning, Director Hinrichs, and Director Williamson.
Director Hinrichs will schedule a committee meeting following the March 25, 2025 meeting.
There was discussion regarding qualifications and expectations for a new Fire Chief.

i. Correspondence

No Correspondance

B. Chief's Report –Tom Browning

i. January 2025 Statistics

- 36 calls in February.
- 9 calls had only one responder.
- The majority were medical aids.
- Daytime coverage continues to be a priority.

ii. Current Department Activity:

- One new firefighter has completed check-off and started.
- Two additional candidates (Rob and Tammy Knoxon) have also completed the process.
  - Rob Noxon: Retired USFS, will serve as Battalion Chief overseeing fleet maintenance.
  - Tammy Noxon: Will serve as Reserve Fire Captain.
- Approximately 10 more candidates are progressing through clearance.
- A new washer and dryer have been purchased.
- Additional bunk beds are being acquired to accommodate overnight staff.
- Battalion Chief Flores is developing a driver training program for Saturday trainings.

C. Treasurer's Report – Rhea Williamson

i. Financials- January 2025: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card

Director Williamson reviewed the Fund Summary, Deposits, Disbursements, and Cal Card expenditures (supporting documents available.)

Motion:
Director Williamson moved to approve the February 2025 Financials.
Director Hinrichs seconded the motion.

Roll Call Vote:

Rhea Williamson – AYE

Sam Hinrichs – AYE

Bruce Boyd – AYE

Tim Tschantz – AYE
Motion passed: 4-0-1 (Director Morey absent.)

D. Firefighters Association Report – Sambhava Burke

Fire Chief Browning provided a brief report, stating that the association's finances are in good standing. He also noted that the association continues to explore ways to support the firefighters and confirmed that gym memberships at Ananda have been paid using association funds.

He announced Scotch Broom Breakfast will be on Mother's day 5/11/25.

E. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Sam Hinrichs

Vice-Chair Samantha Hinrichs reported increased communication with former board member Pat Leach to support her training and transition into responsibilities related to the Fire Safe Council, FireWise Coalition, and Ridge FireWise Communities Report.

She shared that there are currently 108 recognized FireWise Communities in Nevada County, plus additional communities in the Alleghany and Pike area, with over 70,000 residents living in designated FireWise areas. She also noted the addition of 21 new FireWise Communities, including one in French Corral near Birchville.

Director Hinrichs further noted that her FireWise Community on Jackass Flats has seen significant improvement due to the ongoing fuel break project being worked on by Cal Fire.

She mentioned that the weekend prior to the meeting, an event was held at the library to remove Scotch broom. Attendees were taught how to use pullers and participated in a biochar workshop, where they learned about its benefits and witnessed a small controlled burn.

F. NCFA Report – Tim Tschantz

No Report

G. Auxiliary Report – Sasha St. John

No Report

7. OLD BUSINESS

A. Rental Agreement:

Discussion regarding the rental of district-owned equipment. Liz Walsh noted that the Auxiliary, which is a separate entity from the District, may wish to loan out items such as tables and chairs.
The Auxiliary will discuss further at its April 9, 2025 meeting.
It was noted that the Fire Department holds liability insurance, while the Auxiliary does not.

Director Hinrichs proposed adding the word "district" to clarify the sentence to read: "No district tables or chairs..."

Director Williamson seconded it, voted passed unanimously.
The Rental Agreement has been revised and approved as amended.

B. Hydrant Committee Update – Chief Browning:

Discussion ongoing. No formal updates at this time.

C. Auto Aid Agreement – Western Nevada County Fire Chiefs Association:

Chief Browning recommended participation. The agreement will use the Nevada County Command Center as the single point of ordering.
Though not listed as an action item, the Board expressed support.
Chief Browning will proceed with the agreement and provide updates.

D. Forest Reserve Fund Grant – President Boyd:
Discussion held. No action taken.

8. NEW BUSINESS

A. Resolution 2025-01: Resolution to Apply a COLA to Special Tax, Measure Q for FY 2025-26

Public Hearing opened – no public comment.
Board discussion followed.

Motion:

B. Director Hinrichs moved to adopt **Resolution 2025-01: Resolution to Apply a COLA to Special Tax, Measure Q for FY 2025-26**, with the meeting date of March 25, 2025, reflected in the document.

Director Tschantz seconded.

Roll Call Vote:

Rhea Williamson – AYE
Sam Hinrichs – AYE
Tim Tschantz – AYE
Bruce Boyd – AYE

Motion passed: 4-0-0-1 (Director Morey absent).

B. Interim Fire Chief Contract:

Correction noted: First paragraph incorrectly listed Chief Flores. Contract to be amended.

Motion:
Director Williamson moved to approve the Interim Fire Chief Contract as amended, effective March 25, 2025, through September 25, 2025, with the stipend retroactive to February 2, 2025.
Voice vote held.
Motion passed unanimously.

C. Board Goals:

Director Williamson: Emphasized improving documentation of education/outreach, continuing work on the second water tank project, initiating a third project in 2025–2026, and pursuing external funding.

Director Tschantz: Support for expanding Station 3 and renovating the memorial garden.

Director Hinrichs: Expressed interest in becoming a Fire Wise representative and learning more about the Brown Act.

President Boyd: Prioritized completion of the second tank project and collaborating with Director Williamson on capital project planning and identifying a third tank site.

9. **NEXT MEETING:** April 22, 2025, at 6:00 PM.

10. **ADJOURNMENT:** Meeting adjourned at 8:05 PM.

Amy Rodriguez
Amy Rodriguez, Board Secretary

Special thanks to Cindy Browning for her assistance in recording and documenting the minutes.

6.B.i

March 2025
Statistics

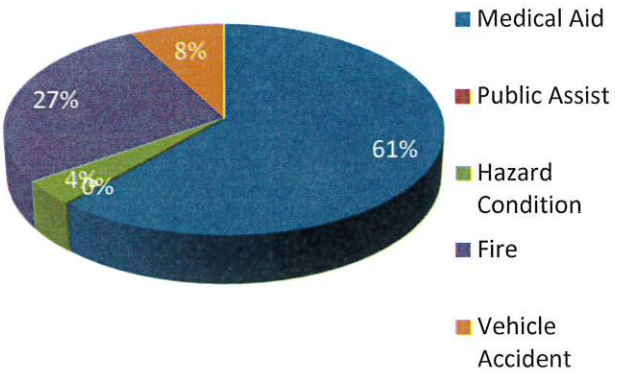
NSJFPD INCIDENT RESPONSE DETAIL - March 2024

Date	Type	Location	Response Time	Commitment Time	Number of NSJ Personnel Responding	Total Responders	Notes	Out of District
3/1	Fire-Wildland	Blind Shady (06280)	19	33	4	4	escaped burn pile	
3/3	Medical Aid	Tyler Foote Rd (06463)		17	2		canceled	
3/4	Debris/Smoke Check	Tyler Foote Rd (06500)	18	35	2		extinguished	
3/4	Medical Aid	Purdon (6524)	6	41	1	3	SNMH transport	
3/6	Medical Aid	Sweetland Rd (006692)	18	44	2	4	SNMH transport	
3/7	Debris/Smoke Check	Oaktree Rd (006838)		8	2		Unable to locate	
3/8	Hazard Condition	Tyler Foote (06948)	3	10	3		Canceled	
3/8	Medical Aid	Sweetland Rd (06967)	9	35	3		Patient Contact	
3/9	Fire-Vehicle	Reader Ranch (07057)	6	84	4	12	Patient Contact / Extinguished	
3/15	Medical Aid	Fandor (07641)	10	23	6		Patien Contact	
3/19	Medical Aid	Tyler Foote (08042)	3	19	3		canceled	
3/20	Medical Aid	Sauer Ln (08149)	12	47	2	4	SNMH transport	
3/21	Medical Aid	Fox Fire Wy (08255)	1	47	4	6	Patien Contact	
3/22	Medical Aid	Donaldine Dr (08344)	16	54	2	4	Patient Contact	
3/27	Fire-Structure	Long Point Rd (08806)	23	43	6	10	extinguished	
3/27	Medical Aid	Purdon (08829)		2	5	7	canceled	
3/27	Medical Aid	Donaldine Dr (08845)		20	5	9	canceled	
3/27	Medical Aid	Sweetland Rd (08874)	9	35	8	15	SNMH transport	
3/29	Medical Aid	Tyler Foote (08992)	14	36	1	5	SNMH transport	
3/29	Fire-Vehicle	South Yuba River @ HWY 49		17	2		canceled	
3/30	Vehicle Accident	Oak Tree Rd (09074)	9	48	2		Non-Injury	
3/30	Medical Aid	Independence Trail (09103)		12	2		canceled	1
3/31	Fire-Structure	Tyler Foote (09165)	6	56				
3/31	Medical Aid	School St (09175)	10	30	5		SNMH transport	
3/31	Medical Aid	Tyler Foote (09194)	7	11	5		Patient Contact	
3/31	Medical Aid	Shady Creek Dr (09231)		6	6		SNMH transport	
						0		
					83			

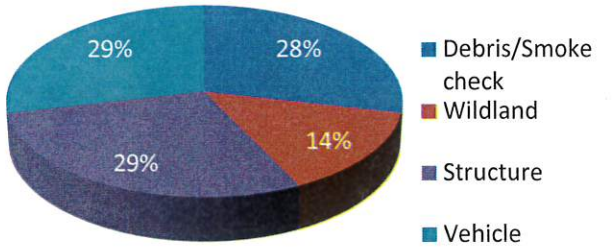
Total Calls:	26
Average FF/Call:	3.192307692

North San Juan Fire Department
Call Details
March 2025

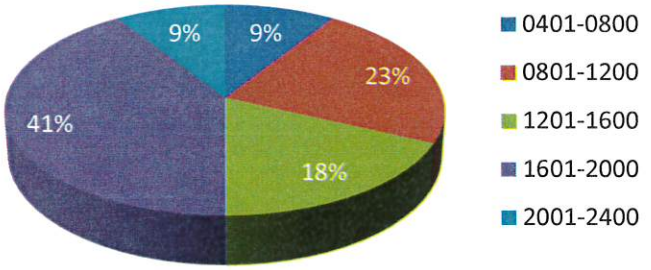
Call Type



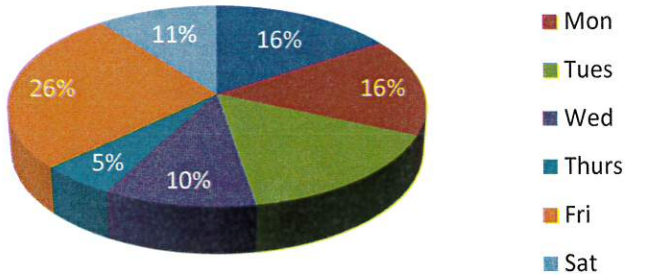
Fire Type



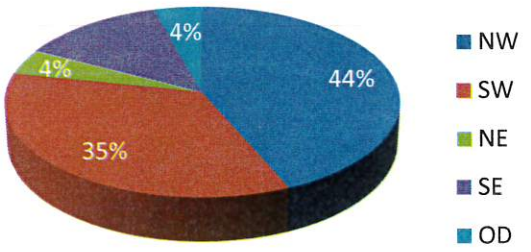
Time of Day

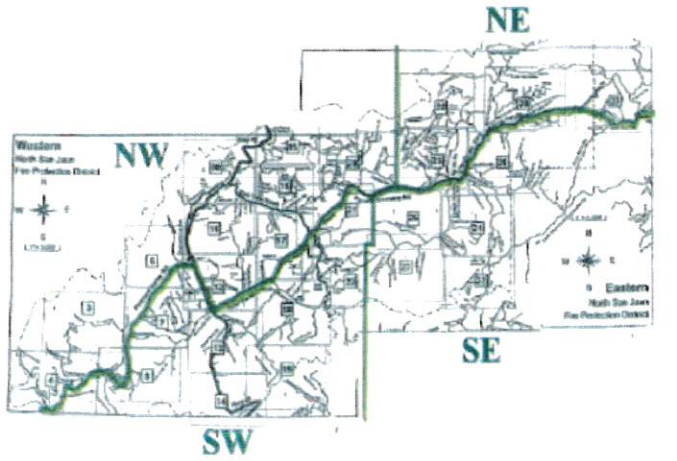


Day of Week



District Area





NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

2025 SUMMARY/YEAR TO DATE ACTIVITIES													
Emergency Response	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Medical Aid	15	24	17										**56**
Vehicle Accident	3		1										**4**
Fire - Structure	1	1	2										**4**
Fire - Wildland	3		1										**4**
Fire - Structure/Wildland													**0**
Fire - Vehicle		1	2										**3**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	4	2											**6**
Fire - Debris Check			2										**2**
Fire - Other													**0**
Fire - False Alarm													**0**
Fire - Menace Standby													**0**
Hazard		3	1										**4**
Public Assist	2	3											**5**
Other	1	2											**3**
Totals:	**29**	**36**	**26**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**91**

Previous Years Summary				
2024	**2023**	**2022**	**2021**	**2020**
304	267	224	215	188
41	43	45	69	44
17	17	14	22	8
33	20	18	31	23
0	0	5	0	0
8	3	7	7	6
0	0	1	0	0
15	2	17	32	30
15	15	0	0	1
0	0	0	0	1
0	0	1	0	0
0	2	4	8	2
7	12	5	12	12
22	13	16	15	10
3	0	4	4	5
465	**394**	**361**	**415**	**330**

2025 Monthly Totals	**29**	**36**	**26**										
2024 Monthly Totals	26	32	32	32	34	63	70	46	42	31	36	18	**462**
2023 Monthly Totals:	21	25	43	37	42	35	38	29	34	35	24	31	**394**
2022 Monthly Totals:	23	25	29	23	37	25	35	40	32	27	31	34	**361**
2021 Monthly Totals:	28	21	16	35	48	50	39	39	32	42	32	33	**415**
2020 Monthly Totals:	21	26	28	22	24	37	43	27	23	32	26	17	**326**

Other Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Department Training	4	5	5										**14**
Special Training													
External Training													
Work Party													
Public Education													
Public Service													
Totals:													

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 Monthly Totals:	2	0	1										
2024 Monthly Totals:	0	1	3	3	2	12	15	3	4	0	0	1	44
2023 Monthly Totals:	2	3	5	3	4	4	7	3	8	7	1		45
2022 Monthly Totals:	1	3	5	3	5	1	3	3	3	3	0	2	31
2021 Monthly Totals:		1	2	7	5	5	3	2	3	2	4	1	35
2020 Monthly Totals:	1	2	2	2	1	4	2	7	3	0	0	2	**26**

6.C.i

Financials
March 2025:
Funds Summary,
Deposit Detail,
Disbursements,
Cal Card

NSJ Fire Protection District

Funds Summary

Period Ending 03/31/2025

	March 31, 2025
Current Assets	
Tri-Counties Bank (Petty Cash)	$ 500.00
6720 General Fund	$ 1,078,705.77
GF Capital Equipment Fund	$ 400,000.00
GF Improvement Fund	$ 374,300.93
GF Reserves	$ 200,000.00
6717 Measure Q	$ -
Measure Q Capital Improvement	$ 48,000.00
Measure Q Capital Equipment	$ 20,000.00
Measure Q Reserve	$ 168,957.82
6777 Mitigation	$ 24,835.90
Total Current Assets	$ 2,315,300.42

Account	Begin Balance	Deposits	Transfer IN	Expenses	Transfer OUT	Balance
Tri-Counties (Petty Cash)	$ 500.00					$ 500.00
Total Petty Cash						**$ 500.00**
General Fund	$ 994,317.99	$ 290,052.03		$ (205,664.25)		$ 1,078,705.77
GF Equipment Fund	$ 400,000.00					$ 400,000.00
GF Improvement Fund	$ 374,300.93					$ 374,300.93
GF Reserve	$ 200,000.00					$ 200,000.00
Total 6720 General Fund						**$ 2,053,006.70**
*** Measure Q Fund**	**$ 168,805.87**					**$ 168,805.87**
Measure Q Fund Reserve	$ 166,989.45	$ 1,968.37				$ 168,957.82
Measure Q Capital Improvement	$ 48,000.00					$ 48,000.00
Measure Q Capital Equipment	$ 20,000.00					$ 20,000.00
Total 6717 Measure Q Fund						**$ 236,957.82**
Mitigation Fund	$ 24,251.16	$ 584.74				$ 24,835.90
Total Mitigation Fund						**$ 24,835.90**

Assests as of 03/31/25 $ 2,315,300.42

NSJ Fire Protection District
Transaction Detail
March 2025

	Date	Name	Memo	Amount
	10720 · GF General Fund			
1	03/07/2025	Verizon Wireless	Tablets	-136.41
2	03/07/2025	OCCU-MED	Firefighter Physicals	-145.75
3	03/07/2025	Rice Business Solutions	Payroll Services	-151.25
4	03/07/2025	Smile Business	Copier Agreement	-155.47
5	03/07/2025	Boyett Petroleum	Fuel	-168.39
6	03/07/2025	ACC Business	Broadband	-440.33
7	03/07/2025	Nevada County Fire Agency	Air Station / Radio Agreement	-2,096.43
8	03/07/2025	FF	Backfill	-73.88
9	03/07/2025	FF	Backfill	-118.21
10	03/07/2025	FF	Backfill	-125.60
11	03/07/2025	FF	Backfill	-147.76
12	03/07/2025	FF	Backfill	-147.76
13	03/07/2025	FF	Madrone Incident	-236.87
14	03/07/2025	FF	Madrone Incident	-259.31
15	03/07/2025	FF	Lehi Incident	-273.30
16	03/19/2025	FF	Lehi Incident	-273.31
17	03/19/2025	FF	Lehi Incidenrt	-324.08
18	03/19/2025	FF	Backfill	-350.93
19	03/19/2025	FF	Backfill	-369.40
20	03/19/2025	Admin	March 2025 Admin	-1,786.28
21	03/19/2025	Admin	March 2025 Admin	-1,845.57
22	03/19/2025	FF	Pre Po 07/20/2025	-1,849.95
23	03/19/2025	FF	Pre Position 07/20/2025	-2,246.98
24	03/19/2025	FF	Line Incident	-6,286.36
25	03/19/2025	FF	Line Incident	-6,286.36
26	03/19/2025	FF	Line Incident	-6,839.18
27	03/19/2025	FF	Line Incident	-8,372.52
28	03/19/2025	FF	Rail Ridge Incident	-8,896.22
29	03/19/2025	FF	Boise Incident	-18,489.03
30	03/19/2025	FF	Boise Incident	-25,298.51
31	03/19/2025	EDD	State Payroll States	-16.71
32	03/19/2025	EDD	State Payroll Taxes	-436.91
33	03/19/2025	EDD	State Payroll Taxes	-1,239.48
34	03/19/2025	Internal Revenue Service	Federal Payroll Taxes	-16,208.94
35	03/19/2025	Internal Revenue Service	Federal Payroll Taxes	-12,727.48
36	03/21/2025	EDD	State Payroll Taxes	-2,785.82
37	03/21/2025	AT&T CALNET 3	Station 1 & 2 Phones Nov-	-583.32
38	03/21/2025	Napa Auto Parts	Battery for 6132	-585.89
39	03/21/2025	Hunt Propane	Fuel	-1,851.01
40	03/21/2025	Pehling and Pehling	Audit	-4,550.00
41	03/21/2025	US Bank	See Cal Card	-6,534.45
42	03/21/2025	Atwood Insurance	Vehicle and Liability Insurance	-59,926.00

43	03/21/2025	Clientworks	New Email Setup	-52.50
44	03/21/2025	PG&E	Station ! and 2 Power	-99.53
45	03/21/2025	Colantuono, Highsmith & Whatley, PC	General Counsel	-100.00
46	03/21/2025	OCCU-MED	FF Physical/New Employe	-133.50
47	03/21/2025	Boyett Petroleum	Fuel	-169.06
48	03/21/2025	FF Van Order, Nate (reim)	Reimburse for Washer and Dryers	-3,472.25
		Total 10720 · GF General Fund		-205,664.25

NSJ Fire Protection District
Deposit Detail
March 2025

	Date	Memo	Class	Amount
	03/06/2025	**Deposit**		**3,460.84**
		Lehi Incident	6720 General Fund	-1,724.29
		Lehi Incident	6720 General Fund	-1,128.53
		Lehi Incident	6720 General Fund	-608.02
TOTAL				-3,460.84
	03/24/2025	**Deposit**		**110,829.80**
		Royal	6720 General Fund	-65,956.56
		Royal	6720 General Fund	-22,178.71
		Royal	6720 General Fund	-3,223.28
		Royal	6720 General Fund	-19,471.25
TOTAL				-110,829.80
	03/06/2025	**Deposit**		**9,121.35**
		Feb-25 Prop 172	6720 General Fund	-5,255.40
		Jan-25 Prop 172	6720 General Fund	-3,865.95
TOTAL				-9,121.35
	03/19/2025	**Deposit**		**200.00**
		Oliver Donation	6720 General Fund	-200.00
TOTAL				-200.00
	03/06/2025	**Deposit**		**834.72**
		Sumi	6720 General Fund	-354.91
		Sumi	6720 General Fund	-333.16
		Sumi	6720 General Fund	-146.65
TOTAL				-834.72
	03/31/2025	**Deposit**		**16,473.77**
		Current Unsecured Tax	6720 General Fund	-24.33
		Prior Unsecured Tax	6720 General Fund	-0.91
		Supplemental Secured Tax	6720 General Fund	-355.58
		Supplemental Unsecured Tax	6720 General Fund	-8.71
		Supplemental Prior Unsecure	6720 General Fund	-0.36
		Interest	6720 General Fund	-16,083.88
TOTAL				-16,473.77

NSJ Fire Protection District
Deposit Detail
March 2025

	Date	Memo	Class	Amount
	03/31/2025	**Deposit**		**149,131.55**
		Bridge	6720 General Fund	-84,830.96
		Bridge	6720 General Fund	-37,448.28
		Bridge	6720 General Fund	-26,200.33
		Bridge	6720 General Fund	-651.98
TOTAL				-149,131.55
	03/31/2025	**Deposit**		**1,968.37**
		Interest	6717 Measure Q	-1,968.37
TOTAL				-1,968.37
	03/31/2025	**Deposit**		**203.60**
		Interest	6777 Mitigation Fund	-203.60
TOTAL				-203.60
	03/31/2025	**Deposit**		**381.14**
		Navo Mitigation Fee	6777 Mitigation Fund	-381.14
TOTAL				-381.14

NSJ Fire Protection District
US Bank Cal Card
As of February 22, 2025

	Date	Name	Memo	Amount
1	01/23/2025	Staples	Chair Mats	142.61
2	01/23/2025	Staples	Ink Cartridges for Residence Printer	108.75
3	01/23/2025	College Oak Towing	Water Tender Tow	1,296.62
4	01/23/2025	Dish Network	Residence TV	109.66
5	01/23/2025	Digium Cloud Services	Telephone Service	160.26
6	01/23/2025	Calif Assoc of Mutual Water Companies	Insurance Membership	100.00
7	01/23/2025	Microsoft 365	Licenses	92.00
8	01/23/2025	Microsoft 365	Licenses	110.00
9	01/25/2025	Strike Team - Meals / Lodging	Strike Team Meals/Lodging 01/27/2025-02/13/2025	3,674.45
10	01/25/2025	Column HTTPS (The Union Newspaper)	Legal Publication	77.92
11	01/25/2025	JP Custom Leatherworks	Leather Holsters	396.38
12	02/17/2025	Pre Position	Food for Pre Position 02/13/2025 - 02/15/2025	265.80
				6,534.45
			TOTAL	**6,534.45**

6.C.ii

Budget vs Actual

NSJ Fire Protection District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
12200 · Due to Other Funds	0.00	0.00	0.0%
39600 · Inter Fund Transfer	0.00	204,000.00	0.0%
40000 · Revenue			
40010 · Current Secured Tax	88,848.44	161,000.00	55.19%
40020 · Prior Secured Taxes	0.00	5.00	0.0%
40030 · Current Unsecured Tax	2,507.86	3,000.00	83.6%
40040 · Prior Unsecured Tax	23.47	60.00	39.12%
40160 · St-Other in Lieu	7.07	85.00	8.32%
40170 · Supplemental Secured Tax	2,255.15	7,700.00	29.29%
40180 · Supplemental Unsecured Tax	39.18	200.00	19.59%
40280 · Supplemental Prior Unsecured	14.46	20.00	72.3%
40310 · Special Assessments	89,070.59	155,897.00	57.13%
Total 40000 · Revenue	182,766.22	327,967.00	55.73%
43000 · Inter-Governmental			
43010 · Interest-General Fund	38,214.19	18,350.00	208.25%
44190 · Homeowner Exemption	494.34	500.00	98.87%
44960 · Prop 172 Public Safety	25,108.78	54,500.00	46.07%
45000 · Grants Received			
45000.1 · Forrest Reserve Grant	18,000.00	18,000.00	100.0%
Total 45000 · Grants Received	18,000.00	18,000.00	100.0%
43000 · Inter-Governmental - Other	0.00	0.00	0.0%
Total 43000 · Inter-Governmental	81,817.31	91,350.00	89.57%
46100 · Miscellaneous Revenue			
46110 · Strike Team			
46110.1 · Strike Team Personnel	879,611.32	897,616.00	97.99%
46110.2 · Strike Team Admin	231,132.60	243,636.00	94.87%
46110.3 · Strike Team Personal Vhcl Miles	785.35	313.00	250.91%
46110.4 · Strike Team Meals/Lodging	7,129.63	6,226.00	114.51%
46110.5 · Strike Team Engine	252,956.95	222,698.00	113.59%
46110.6 · Strike Team Support Vehicle	5,245.00	8,702.00	60.27%
46110.7 · Strike Team Water Tender	0.00	0.00	0.0%
46110 · Strike Team - Other	0.00	0.00	0.0%
Total 46110 · Strike Team	1,376,860.85	1,379,191.00	99.83%
46180 · Donations	8,651.18	8,000.00	108.14%
46190 · Refund Misc	0.00	0.00	0.0%
46210 · Station 1 Rental	405.00	500.00	81.0%
46270 · Refunds US Bank	361.31	0.00	100.0%
Total 46100 · Miscellaneous Revenue	1,386,278.34	1,387,691.00	99.9%
47000 · Other Income			
47000.1 · Mitigation Fees	1,797.14	3,000.00	59.91%
47000.2 · Mitigation Interest	546.58	300.00	182.19%
47000.3 · Measure Q Interest	4,589.29	1,600.00	286.83%
Total 47000 · Other Income	6,933.01	4,900.00	141.49%
Total Income	1,657,794.88	2,015,908.00	82.24%
Cost of Goods Sold			
50000 · Cost of Goods Sold			
50100 · Road Sign Manufacturing	0.00	0.00	0.0%
Total 50000 · Cost of Goods Sold	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.0%
Gross Profit	1,657,794.88	2,015,908.00	82.24%
Expense			
56000 · Capital Outlay			
56000.1 · Measure Q Capital Equipment	19,122.00	19,122.00	100.0%
56000.2 · Mitigation Capital Improvement	3,300.00	3,300.00	100.0%
56000.3 · GF Capital Equpment	33,634.78	34,635.00	97.11%
56000.4 · GF Capital Improvement	1,268.84	222,000.00	0.57%
Total 56000 · Capital Outlay	57,325.62	279,057.00	20.54%
60000 · Advertising and Promotion	0.00	0.00	0.0%
61110 · Employer Tax Expense	52,381.21	91,927.00	56.98%
61120 · Stipend to Chief	13,367.86	22,800.00	58.63%
61140 · Clerical Admin Staff Wages			
61140.1 · Measure Q Administration	0.00	5,643.00	0.0%
61140 · Clerical Admin Staff Wages - Other	20,638.29	44,500.00	46.83%

NSJ Fire Protection District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	% of Budget
Total 61140 · Clerical Admin Staff Wages	20,838.29	50,143.00	41.56%
61300 · Firefighters Stipend/Paid Call			
61300.1 · GF Paid Call	14,906.52	20,000.00	74.53%
61300.2 · Measure Q Rank	23,150.00	33,550.00	69.0%
61300 · Firefighters Stipend/Paid Call - Other	0.00		
Total 61300 · Firefighters Stipend/Paid Call	38,056.52	53,550.00	71.07%
61330 · Firefighter Physicals	510.35	500.00	102.07%
61340 · Outside Instructor			
61341 · Training Materials	0.00	3,000.00	0.0%
61342 · Classes &Licensing	1,398.83	8,000.00	17.49%
61340 · Outside Instructor - Other	1,200.00	5,500.00	21.82%
Total 61340 · Outside Instructor	2,598.83	16,500.00	15.75%
61350 · Strike Team Pmts			
61350.1 · Strike Team Regular Pay	145,792.12	169,373.00	86.08%
61350.2 · Strike Team Pmts. OT	373,114.02	449,350.00	83.03%
61350.5 · Strike Team Employee Mileage	1,728.11	2,474.00	69.85%
61350.6 · Strike Team Fuel	445.28	445.00	100.06%
61350.8 · Strike Team Lodging/Meals	12,635.46	15,669.00	80.64%
Total 61350 · Strike Team Pmts	533,714.99	637,311.00	83.75%
61400 · Insurance (Personnel)			
61410 · Workers Compensation	0.00	20,000.00	0.0%
61420 · Life and Accident Insurance	1,039.00	2,300.00	45.17%
Total 61400 · Insurance (Personnel)	1,039.00	22,300.00	4.66%
61450.1 · Strike Team On Site Pay	11,606.00	8,000.00	145.08%
61450.2 · Strike Team Off Site Pay	4,592.00	2,200.00	208.73%
62200 · FF Uniform/Clothing	1,715.13	100.00	1,715.13%
62225 · PPE-Personnel Protective Equip			
62225.9 · PPE-Personnel Protective Equip	499.04		
62225 · PPE-Personnel Protective Equip - Other	0.00	0.00	0.0%
Total 62225 · PPE-Personnel Protective Equip	499.04	0.00	100.0%
62300 · Dispatch Fees / Co-op Agreement	10,568.02	15,000.00	70.45%
62350 · Fire Fighting Expenses			
62350.1 · Fleet Repair & Maint	34,670.88	45,000.00	77.05%
62350.2 · Fire Fighter Fighting Supplies	3,248.36	10,600.00	30.65%
62350.3 · New Firefighting Equip	0.00	500.00	0.0%
62350 · Fire Fighting Expenses - Other	0.00	5,000.00	0.0%
Total 62350 · Fire Fighting Expenses	37,919.24	61,100.00	62.06%
62351 · Structure Maint	305.63	1,000.00	30.56%
62352 · Non FireFight Equp Maint Repair	21.53	1,000.00	2.15%
62375 · Equipment - Non-Fire Fighting	9,328.43	1,000.00	932.84%
62400 · Communicating Equip			
62400.3 · Repair Radios/Pagers/Telephone	1,040.94	1,500.00	69.4%
62400 · Communicating Equip - Other	0.00	0.00	0.0%
Total 62400 · Communicating Equip	1,040.94	1,500.00	69.4%
62500 · Subscriptions	2,884.33	3,500.00	82.41%
62502 · Legal Public Notice	259.26	500.00	51.85%
62510 · Public Relation - Fire Prevent			
62510.1 · CPR/Public First Aid Classes	0.00	3,000.00	0.0%
62510.2 · Newsletter & Christmas Cards	0.00	3,000.00	0.0%
62510 · Public Relation - Fire Prevent - Other	206.53	400.00	51.63%
Total 62510 · Public Relation - Fire Prevent	206.53	6,400.00	3.23%
62550 · Food Supplies	0.00	500.00	0.0%
62600 · Fuel	12,432.69	15,000.00	82.89%
62700 · Cleaning Supplies	748.03	1,000.00	74.8%
62750 · Insurance Bldg, Veh, & Liablty	59,926.00	51,000.00	117.5%
62800 · Memberships	6,664.36	5,000.00	133.29%
62810 · Recognition & Awards	0.00	500.00	0.0%
62850 · Medical Supplies	2,563.62	5,000.00	51.27%
62910 · Office Equipment Maintenance	1,411.50		
62911 · Office Machine Maintenance			
62915 · Copier Maintenance	962.57	1,700.00	56.62%
Total 62911 · Office Machine Maintenance	962.57	1,700.00	56.62%
63000 · Nevada County Services	5,322.86	6,000.00	88.71%
63710 · Ground Maintenance	0.00	0.00	0.0%
64900 · Office Supplies	1,525.59	3,500.00	43.59%

NSJ Fire Protection District
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul '24 - Mar 25	Budget	% of Budget
64990 · Meeting Supplies & Subscription	0.00	0.00	0.0%
66500 · Postage and Delivery	353.01	400.00	88.25%
66600 · Printing and Reproduction	0.00	250.00	0.0%
66700 · Professional Fees			
66701 · Payroll Services	1,602.00	1,800.00	89.0%
66702 · Audit	8,100.00	7,300.00	110.96%
66703 · Legal	800.00	1,000.00	80.0%
66704 · Background Checks / Fingerprint	645.76	500.00	129.15%
66705 · SCI Consulting	6,413.43	6,500.00	98.67%
66706 · Election Share of Cost	0.00	0.00	0.0%
Total 66700 · Professional Fees	17,561.19	17,100.00	102.7%
68600 · Utilities			
68601 · Telephone Service	2,986.59	3,000.00	99.55%
68602 · Propane	3,946.64	4,000.00	98.67%
68603 · Electric	2,725.68	3,000.00	90.86%
68604 · Sewer Station 1	1,308.20	1,200.00	109.02%
68606 · Satellite TV	958.94	1,000.00	95.89%
68607 · Internet & Web Page	768.14	700.00	109.73%
68609 · Broadband	4,245.16	6,000.00	70.75%
68610 · Tablets	727.43	800.00	90.93%
Total 68600 · Utilities	17,666.78	19,700.00	89.68%
Total Expense	927,916.95	1,402,038.00	66.18%
Net Ordinary Income	729,877.93	613,870.00	118.9%
Other Income/Expense			
Other Income			
46290 · Voided/Stop Payment	0.00	0.00	0.0%
66901 · Stale Dated Checks	-29.84		
Total Other Income	-29.84	0.00	100.0%
Other Expense			
80000 · Ask My Accountant	0.00		
Total Other Expense	0.00		
Net Other Income	-29.84	0.00	100.0%
Net Income	**729,848.09**	**613,870.00**	**118.89%**

6.C.iii

Preliminary Budget
FY 2025-26 Review

* Decrease * Increase	24-25 Budget	25-26 PROPOSED Preliminary Budget
Ordinary Income/Expense		
Income		
12200 · Due to Other Funds	0.00	0.00
39600 · Inter Fund Transfer	204,000.00	60,710.00
40000 · Revenue		
40010 · Current Secured Tax	161,000.00	161,000.00
40020 · Prior Secured Taxes	5.00	5.00
40030 · Current Unsecured Tax	3,000.00	3,000.00
40040 · Prior Unsecured Tax	60.00	60.00
40160 · St-Other in Lieu	85.00	85.00
40170 · Supplemental Secured Tax	7,700.00	7,700.00
40180 · Supplemental Unsecured Tax	200.00	200.00
40280 · Supplemental Prior Unsecured	20.00	20.00
40310 · Special Assessments	155,897.00	155,897.00
Total 40000 · Revenue	327,967.00	327,967.00
43000 · Inter-Governmental		
43010 · Interest-General Fund	18,350.00	15,000.00
44190 · Homeowner Exemption	500.00	500.00
44960 · Prop 172 Public Safety	54,500.00	46,000.00
45000 · Grants Received		
45000.1 · Forrest Reserve Grant	18,000.00	0.00
Total 45000 · Grants Received	18,000.00	0.00
43000 · Inter-Governmental - Other	0.00	0.00
Total 43000 · Inter-Governmental	91,350.00	61,500.00
46100 · Miscellaneous Revenue		
46110 · Strike Team		
46110.1 · Strike Team Personnel	897,616.00	78,000.00
46110.2 · Strike Team Admin	243,636.00	22,000.00
46110.3 · Strike Team Personal Vhcl Miles	313.00	0.00
46110.4 · Strike Team Meals/Lodging	6,226.00	0.00
46110.5 · Strike Team Engine	222,698.00	0.00
46110.6 · Strike Team Support Vehicle	8,702.00	0.00
46110.7 · Strike Team Water Tender	0.00	0.00
46110 · Strike Team - Other	0.00	0.00
Total 46110 · Strike Team	1,379,191.00	100,000.00
46180 · Donations	8,000.00	1,000.00
46190 · Refund Misc	0.00	0.00
46210 · Station 1 Rental	500.00	500.00
46270 · Refunds US Bank	0.00	0.00
Total 46100 · Miscellaneous Revenue	1,387,691.00	101,500.00
47000 · Other Income		
47000.1 · Mitigation Fees	3,000.00	1,500.00
47000.2 · Mitigation Interest	300.00	300.00
47000.3 · Measure Q Interest	1,600.00	1,600.00
Total 47000 · Other Income	4,900.00	3,400.00
Total Income	2,015,908.00	555,077.00
Cost of Goods Sold		
50000 · Cost of Goods Sold		
50100 · Road Sign Manufacturing	0.00	0.00

Total 50000 · Cost of Goods Sold	0.00	0.00	
Total COGS	0.00	0.00	
Gross Profit	2,015,908.00	555,077.00	
Expense			
56000 · Capital Outlay			
56000.1 · Measure Q Capital Equipment	19,122.00	19,122.00	
56000.2 · Mitigation Capital Improvement	3,300.00	3,300.00	
56000.3 · GF Capital Equpment	34,635.00	34,635.00	
56000.4 · GF Capital Improvement	222,000.00	0.00	
Total 56000 · Capital Outlay	279,057.00	57,057.00	
60000 · Advertising and Promotion	0.00	0.00	
61110 · Employer Tax Expense	91,927.00	10,000.00	12%
61120 · Stipend to Chief	22,800.00	24,000.00	
61140 · Clerical Admin Staff Wages			
61140.1 · Measure Q Administration	5,643.00	5,675.00	
61140 · Clerical Admin Staff Wages - Other	44,500.00	44,500.00	
Total 61140 · Clerical Admin Staff Wages	50,143.00	50,175.00	
61300 · Firefighters Stipend/Paid Call			
61300.1 · GF Paid Call	20,000.00	20,000.00	
61300.2 · Measure Q Rank	33,550.00	39,035.00	
61300 · Firefighters Stipend/Paid Call - Other		0.00	
Total 61300 · Firefighters Stipend/Paid Call	53,550.00	59,035.00	
61330 · Firefighter Physicals	500.00	500.00	
61340 · Firefighter Trainer			
61341 · Training Materials	3,000.00	3,000.00	
61342 · Classes &Licensing	8,000.00	16,000.00	
61340 · Firefighter Trainer - Other	5,500.00	5,500.00	
Total 61340 · Firefighter Trainer	16,500.00	24,500.00	
61350 · Strike Team Pmts			
61350.1 · Strike Team Regular Pay	169,373.00	48,000.00	
61350.2 · Strike Team Pmts. OT	449,350.00	0.00	
61350.5 · Strike Team Employee Mileage	2,474.00	0.00	
61350.6 · Strike Team Fuel	445.00	0.00	
61350.8 · Strike Team Lodging/Meals	15,669.00	0.00	
Total 61350 · Strike Team Pmts	637,311.00	48,000.00	
61400 · Insurance (Personnel)			
61410 · Workers Compensation	20,000.00	20,000.00	
61420 · Life and Accident Insurance	2,300.00	2,300.00	
Total 61400 · Insurance (Personnel)	22,300.00	22,300.00	
61450.1 · Strike Team On Site Pay	8,000.00	1,000.00	
61450.2 · Strike Team Off Site Pay	2,200.00	500.00	
62200 · FF Uniform/Clothing	100.00	3,500.00	
62225 · PPE-Personnel Protective Equip			
62225.9 · PPE-Personnel Protective Equip		5,000.00	
62225 · PPE-Personnel Protective Equip - Other	0.00	0.00	
Total 62225 · PPE-Personnel Protective Equip	0.00	5,000.00	
62300 · Dispatch Fees / Co-op Agreement	15,000.00	15,000.00	
62350 · Fire Fighting Expenses			
62350.1 · Fleet Repair & Maint	45,000.00	25,000.00	
62350.2 · Fire Fighter Fighting Supplies	10,600.00	6,500.00	
62350.3 · New Firefighting Equip	500.00	5,000.00	
62350 · Fire Fighting Expenses - Other	5,000.00	5,000.00	
Total 62350 · Fire Fighting Expenses	61,100.00	41,500.00	

62351 · Structure Maint	1,000.00	1,000.00	
62352 · Non FireFight Equp Maint Repair	1,000.00	1,000.00	
62375 · Equipment - Non-Fire Fighting	1,000.00	1,000.00	
62400 · Communicating Equip			
62400.3 · Repair Radios/Pagers/Telephone	1,500.00	6,500.00	
62400 · Communicating Equip - Other	0.00	0.00	
Total 62400 · Communicating Equip	1,500.00	6,500.00	
62500 · Subscriptions	3,500.00	3,500.00	
62502 · Legal Public Notice	500.00	500.00	
62510 · Public Relation - Fire Prevent			
62510.1 · CPR/Public First Aid Classes	3,000.00	3,000.00	
62510.2 · Newsletter & Christmas Cards	3,000.00	3,000.00	
62510 · Public Relation - Fire Prevent - Other	400.00	400.00	
Total 62510 · Public Relation - Fire Prevent	6,400.00	6,400.00	
62550 · Food Supplies	500.00	500.00	
62600 · Fuel	15,000.00	20,000.00	
62700 · Cleaning Supplies	1,000.00	1,000.00	
62750 · Insurance Bldg, Veh, & Liablty	51,000.00	68,915.00	15%
62800 · Memberships	5,000.00	7,000.00	
62810 · Recognition & Awards	500.00	500.00	
62850 · Medical Supplies	5,000.00	5,000.00	
62910 · Office Equipment Maintenance			
62911 · Office Machine Maintenance			
62915 · Copier Maintenance	1,700.00	1,700.00	
Total 62911 · Office Machine Maintenance	1,700.00	1,700.00	
63000 · Nevada County Services	6,000.00	6,000.00	
63710 · Ground Maintenance	0.00	0.00	
64900 · Office Supplies	3,500.00	3,000.00	
64990 · Meeting Supplies & Subscription	0.00	0.00	
66500 · Postage and Delivery	400.00	400.00	
66600 · Printing and Reproduction	250.00	250.00	
66700 · Professional Fees			
66701 · Payroll Services	1,800.00	1,800.00	
66702 · Audit	7,300.00	9,000.00	
66703 · Legal	1,000.00	1,000.00	
66704 · Background Checks / Fingerprint	500.00	500.00	
66705 · SCI Consulting	6,500.00	6,500.00	
66706 · Election Share of Cost	0.00	0.00	
Total 66700 · Professional Fees	17,100.00	18,800.00	
68600 · Utilities			
68601 · Telephone Service	3,000.00	4,500.00	
68602 · Propane	4,000.00	5,000.00	
68603 · Electric	3,000.00	4,000.00	
68604 · Sewer Station 1	1,200.00	1,300.00	
68606 · Satellite TV	1,000.00	1,000.00	
68607 · Internet & Web Page	700.00	700.00	
68609 · Broadband	6,000.00	6,000.00	
68610 · Tablets	800.00	1,000.00	
Total 68600 · Utilities	19,700.00	23,500.00	
Total Expense	1,402,038.00	538,532.00	
Net Ordinary Income	613,870.00	16,545.00	
Other Income/Expense			
Other Income			

46290 · Voided/Stop Payment	0.00	0.00
66901 · Stale Dated Checks		
Total Other Income	0.00	0.00
Other Expense		
80000 · Ask My Accountant		
Total Other Expense		
Net Other Income	0.00	0.00
Net Income	613,870.00	16,545.00

9.A

Fire Chief
Job Description
Review

1604. APPOINTMENT: TERMS AND CONTRACTS

1604.1. By Board Resolution the Fire Chief is appointed every two years.

1604.2. The Board shall appoint the Operations and Personnel Manager and the Finance and Facilities Manager.

1604.3. The Fire Chief shall appoint all other positions under their command.

1604.4. The Fire Chief, Finance and Facilities Manager, and the Operations and Personnel Manager shall sign a written contract as prepared and approved by the Board.

1605. JOB DESCRIPTIONS AND QUALIFICATIONS

1605.1. THE FIRE CHIEF

General Duties

The Fire Chief shall plan, organize, direct, and administer the operations of the District and Department in the protection of life and property from loss due to fire. The Chief shall manage the operation of the Department, develop programs for fire prevention and perform related work as required. The Fire Chief shall report directly to the Board of Directors and shall have the specific duties as follows. **NOTE: Nothing in this job description shall be construed to limit the inherent or statutory responsibility, power, and authority granted to the Fire Chief by the Board of Directors or other applicable statutes (County, State, or Federal) in the operations of extinguishing any fire and taking the necessary precautions to prevent the spread thereof.**

Specific Duties

The Fire Chief:

Shall be responsible for all fire and rescue activities including, but not limited to; extinguishing fires, fire protection, fire prevention services, emergency medical, hazardous material response, incident investigation and reporting, and fire alarm communications.

Shall enforce all laws pertaining to fire control and fire hazards within the District, within the discretion and authority granted by the Board, District ordinances and resolutions, and applicable State statutes.

Shall implement the ordinances, resolutions, policies and procedures of the District as directed by the Board.

Shall communicate to the Board any and all information that could assist the Board in the administration, operation, and maintenance of the services provided by the District in order for the Board to fulfill its public oversight responsibility.

Shall conduct Fire Department correspondence and inform the Board of Fire Department activities and actions. Copies of all relevant Department correspondence and documentation shall be forwarded to the Operations and Personnel Manager when received.

Shall attend all District Board meetings or send an alternate representative.

Shall attend the Nevada County Fire Chief Association meetings and other pertinent organizational meetings.

Shall help formulate, prepare, and administer Department budget and Master Plan in conjunction with the Board.

Shall attend Finance Committee meetings to help inform Board of impending District obligations and expenditures.

Shall work to facilitate communication within the Department and between the Department, the Board, and the community.

Shall maintain regular office hours, have full responsibility and authority for the general supervision of all personnel, and shall delegate Department responsibilities, authority, and tasks as necessary for the efficient operation of the Department.

Shall assist in drafting and recommending modifications of District policy as necessary to carry out the responsibilities of the District, when requested to do so by the Board.

Shall develop and maintain a Firefighters Guide of Standard Operating Procedures (SOP's) that includes but is not limited to prescribed specifications, Department uniforms, personal protective equipment (PPE), and physical ability.

Shall promote a sense of public service and responsibility in all personnel.

Shall appoint officers, develop job descriptions, promote officer training and rotation, and ensure that the Department has adequately trained successor officers.

Shall maintain a firefighter recruitment program for the District. Shall maintain a formalized new recruit Fire Department Training Program.

Shall keep and submit to the Board Chair a log of activities and time devoted to District and Departmental business on a monthly basis.

Shall be responsible for planning, directing, coordinating, administering, and oversight of the Fire Department Training Program and certify that required programs are being provided. Shall develop a Fire Department training calendar on an annual basis. Shall inform all personnel of all training opportunities and shall update Board regarding progress and results.

Shall maintain an accurate roster of current firefighters and their training records. Shall inform the Operations and Personnel Manager of any changes as they occur.

Shall supervise the maintenance of driver's license records, First Aid, CPR and EMT certificates for all response personnel and shall give immediate notice of any changes therein. Shall notify the Board of the revocation of driver's licenses or expiration of EMT or firefighter certifications.

Shall be responsible for the discipline, suspension, and/or termination of all subordinate officers and personnel in accordance with District ordinances, resolutions, policies and procedures. Disciplinary decisions of the Chief may be appealed pursuant to procedures established by District policy.

Shall maintain a record of verbal or written formal warnings, complaints and disciplinary actions against personnel and shall advise individuals of such entries into their personnel file. Shall ensure that personnel files on members of the Department are kept confidential and under the control of the Operations and Personnel Manager.

Shall exercise command over all fire and rescue equipment belonging to the District and shall maintain an inventory of same, recommending to the Board the purchase of new equipment and sale of old.

Shall notify the Board of any damage to District property or any damage caused to third parties by District personnel.

Shall authorize and approve invoices for payment with signature and date, approve purchases and dispose of Department property in accordance with Board direction.

Shall assume the duties and responsibilities of the Fire Marshal/Fire Prevention Officer unless delegated to a subordinate officer.

Shall be responsible for the implementation of Fire Marshal duties as set forth by State law and District policy and shall report to the Board on Fire Marshal activities on an annual basis.

Shall obtain Board approval, except in an emergency, for utilization of resources used outside the District. Shall develop an annual fire plan prior to each fire season based on availability of personnel and resources for presentation to the Board in a timely manner and shall notify the Board when personnel and/or resources leave the District for more than 24 hours.

Shall develop and maintain a logical chain of command and provide a management plan with an organizational chart to the Board on an annual basis.

Qualifications

Applicants for the position of Fire Chief shall meet the following minimum qualifications (qualifications may be waived at the discretion of the Board):

- A minimum of three (3) years' experience with a Fire Department (preferably rural). One (1) year experience in the position of a Fire Officer.
- Candidates without prior professional fire service experience must serve one year as a North San Juan Fire Department Captain or North San Juan Fire Department Chief Officer.
- Extensive and demonstrated experience in the fire service.
- Demonstrated leadership ability.

Additional Desired Qualifications

CA Fire Officer Certification or Federal Fire Officer designation
Undergraduate degree in Fire Science, Business Management or equivalent work experience.

9.B

Operations and
Personnel Manager
Merit Step
Salary Increase

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417
e-mail: info911@nsjfire.org • www.nsjfire.org
Serving Since 1862

RESOLUTION 2024-07

NORTH SAN JUAN FIRE PROTECTION DISTRICT
MANAGER COMPENSATION MERIT STEP SCHEDULE

POSITION	STEP 1 STARTING $/HR	STEP 2 6 MONTH	STEP 3	STEP 4	STEP 5	STEP 6
DISTRICT MANAGER(S)	$24.40	$25.56	$26.94	$28.33	$29.72	$31.67

SCHEDULE NOTES:

1. STARTING SALARY IS RAISED TO REFLECT LOCAL COMPETITIVE HOURLY COMPENSATION.
2. CHANGED FROM YEARS TO STEPS.
3. PROPOSED STEP INCREASES ARE FOR MERIT BASED ON A 5% YEARLY INCREASE ROUNDED TO THE NEAREST QUARTER OF A DOLLAR.

STIPULATIONS AND NOTES:

1. All hourly wage and salary increases are subject to District Board approval following employee evaluations.
2. Employees will be evaluated at the end of their 6-month probation period, then annually on their starting anniversary date every year thereafter.
3. Length of service (MERIT) pay, and cost of living increases are subject to District Board review and approval.
4. Merit steps may be modified by the District Board at any time and may be adjusted based on employee performance evaluations.
5. The Board reserves the right to waive increases in wages or salary due to budget constraints or other causes.
6. After Step 6, raises will be determined by the District Board factoring in cost-of-living increases and other factors deemed appropriate.
7. Cost of living pay increases may be added to supplement scheduled compensation steps outlined above.
8. The merit step schedule was last approved and adopted by the Board of Directors of the North San Juan Fire Protection District on December 6, 2022.

9. The merit step schedule will be reviewed every two (2) years.

PASSED AND ADOPTED as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 22nd day of October, 2024, by the following vote:

AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1

Bruce Boyd, Board Chair

Heidi Ryan, Board Secretary

9.F

Electric Vehicle Charging Station, at Station 1

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April 23, 2025

Natalie Johnson, Commission Agreement Officer
California Energy Commission
715 P Street, MS-18, Sacramento, California 95814

RE: **Letter of Site Host Commitment**

North San Juan Fire Protection District is pleased to submit this Letter of Site Host Commitment in support of Momentum's application in response to GFO-24-608 Rural Electric Vehicle Charging 2.0 (REV 2.0). We are interested in establishing new EV charging stations at our site and look forward to being considered as an EV charging station site host as part of this application.

The North San Juan Fire Protection District is an all risk, emergency response agency for the North San Juan area. Our Station one, located at 10057 Reservoir Street in North San Juan, California. This location is adjacent to highway 49 and local restaurants and shops in the North San Juan area. Our large parking area will be an ideal location for EV charging stations.

Please do not hesitate to contact our representative, Tom Browning at Chief61@nsjfire.org or 530 292-9159 with any questions or concerns.

Regards,

Tom Browning
Fire Chief
North San Juan Fire Protection District