NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, January 28, 2024
Final Adopted 2/25/2025

PRESENT: Bruce Boyd, Chair; Rhea Williamson, Treasurer; Tim Tschantz, Pamela Morey
STAFF: Tom Browning, Deputy Fire Chief; Lynn McGarva; Amy Rodriguez

ABSENT: Samantha Hinrichs, Vice-Chair

1. **CALL TO ORDER:** Meeting called to order at 6:01 PM. Roll taken. Quorum established. Pledge of Allegiance.

2. **APPROVAL OF January 28, 2024, REGULAR BOARD MEETING AGENDA**
   Rhea Williamson moved to approve the November 26, 2024 Regular Board Meeting Agenda, Pamela Morey seconded, motion carried 5-0-0-0.

3. **Welcome Pamela Morey**

4. **PUBLIC COMMENT:**
   A member of the public addressed the board regarding a parcel of land that was originally owned by his parents and is now under his ownership. He explained that he is no longer able to maintain the property and has it listed for sale. However, if the property does not sell by the summer, he expressed his intention to donate the land to the fire department for any project that could benefit their operations, such as installing water tanks or other relevant improvements.

   Boyd Johnson addressed the board to honor the late Charlotte Killigrew, a former board member who passed away that month. He spoke about her significant contributions to the department, particularly her decision to keep the emergency helicopter service with the most affordable provider, rather than switching to a more expensive company. He also shared a story from when a Camptonville resident was asked by a collection agency to mortgage her home to pay for medical bills after being transported due to a broken bone. Mr. Johnson further highlighted that during Charlotte Killigrew's time on the board, the department hired its first paid position, the District Secretary.
   Additionally, Mr. Johnson recalled a time when the department faced challenges with dispatching calls in the River Canyon. Charlotte worked to improve this situation as well. He concluded by rhetorically questioning the department's flag etiquette, prompting reflection on its practices. noting that the federal government had requested the flag be

lowered in honor of Jimmy Carter for a month, but the department's flag had remained up the entire time.

Bruce recalled that Charlotte served on the Board, describing her as "a marvelous chair" who was thoughtful in her role. He noted that she was responsible for Station 3 and proposed the idea that its design should resemble the North San Juan School. He also mentioned that she was a great person.

5. MINUTES:

A. Draft Minutes of November 26, 2024, Regular Board Meeting

Tim moved to adopt the Draft Minutes of November 26th, 2024, as amended, Pamela seconded it, motion carried 4-0-0-1

6. **ANNOUNCEMENTS:**

7. **Annual Organization – Bruce Boyd**

Bruce explained that there is a tradition of rotating positions every two years. He noted that Rhea had previously expressed a desire to remain as treasurer, while Sam preferred to rotate to the chair position after June, once she finishes school. Bruce proposed waiting at least 6 more months before making any changes to officer positions, emphasizing that the two-year rotation is not an absolute rule.

When Rhea inquired about any vacant positions, Bruce clarified that he was referring only to the officers of the Board: Chair, Vice-Chair, and Treasurer.

To save time, Bruce suggested reviewing each item in that section and then making a single motion that covers all of the items.

It was confirmed that the Finance Committee will remain the same, with the addition of Pamela Morey. The committee is now composed of Rhea Williamson, Lynn, Liz Walsh, and Pamela Morey.

The individuals authorized to sign warrant requests and checks include all board members, as well as the Fire Chief.

The Personnel Committee will continue with Bruce Boyd and Tim Tschantz.

The representatives to the Nevada County Fire Agency are Bruce Boyd, with Tim serving as the alternate.

The selection of a Board Member Liaison to the Fire Safe Council is still pending; Pamela will research the requirements and decide if she wishes to take on the role.

Rhea and Amy will serve as the Newsletter editors, and the regular Board meeting dates will remain the same, scheduled for the fourth Tuesday of each month at 6 PM.

Rhea Williamson moved to approve the annual organization for Chair, Vice-Chair, and Treasurer to remain the same, with the addition of Pamela Morey to the Board. Additionally, the motion included the other appointments, adding Pamela to the roster of individuals authorized to sign checks and her inclusion in the Finance Committee. It also confirmed that Bruce and Tim will serve as the representatives for NCFA, and Amy and Rhea will be responsible for the newsletter.
Pamela seconded the motion, which carried with a vote of 4-0-0-1.

8. REPORTS

A. Board Chair Report – Bruce Boyd

Bruce Boyd

i. Correspondence

Sara Greensfelder sent an email to the Board with the Draft Nevada County Wildfire Protection Plan, which was open for community feedback. She pointed out that the section regarding the North San Juan Protection District required updates and forwarded it for the Board's review. She also included her edits to the document.

The Board also received a card from our attorney wishing everyone a Merry Christmas and a Happy New Year.

Bruce mentioned the need to set up the CWPP committee and explained that once the county's CWPP is finalized, the District's can be amended, as it was one of the first in the county. He also noted that Sara Greensfelder had offered to be a public member of the committee, adding that she is a great writer.

Rhea asked if they could nominate Sam Hinrichs, and everyone agreed.

Bruce then brought up the ethics training that had taken place a few days earlier. He shared that someone had informed him about new language for the public comment section, which would be included in the next agenda for an update. He also asked if the members had already completed their Form 700 and explained to Pamela the importance of submitting it as a new Board member.

Lynn and Rhea shared their experiences from the ethics training and discussed the improvements they planned to implement in their roles. Pamela shared that she learned about confidentiality and the importance of not discussing Board matters outside of meetings and adhering to the Brown Act.

B. Chief's Report –Jason Flores

i. October 2024, Statistics

Jason provided a summary of the statistics.
During his report, Jason emphasized the issue of single responder calls and explained to Pamela why this has been a focus. He noted that it has been a subject

of concern in the past, and the department is actively working to minimize such calls. He clarified that, although firefighters often have other agencies, such as Cal Fire, present at the scene, the department continues to address the challenge of single responder situations.

Jason highlighted that the year had been record-breaking, with 462 calls, surpassing the previous highest number of calls, which was 415 in 2021.

ii. Current Department Activity

Jason expressed that Engine 6168 was on day 21 of its out-of-district assignment in Southern California and shared that the water tender had also been deployed to assist with those fires.

Pamela asked about the benefits of participating in these out-of-district assignments. Tim, Jason, and Lynn explained that these assignments provide valuable experience for our firefighters, also when the department participates in out-of-district assignments, such as those in Southern California, the firefighters earn compensation for their work. The department, in turn, receives 22% of that compensation as administrative pay.

This means that while the firefighters are paid for their time on these assignments, the department retains a portion of that pay to cover administrative costs and support the overall operations of the department. This arrangement helps the department fund its activities and ensures that there are resources to maintain and improve its operations

Additionally, it gives the department the opportunity to be part of a larger fire community.

Jason continued by mentioning that the firefighter staff is currently working on setting department goals for the year. They plan to have an officers' meeting soon to reconfigure the training structure. With many new members joining, the training will focus on the basics to ensure they are properly trained. At the same time, for long-standing members who have reviewed certain topics multiple times, it can be challenging to keep their interest.

The officers aim to strike a balance between providing foundational training for newcomers and engaging experienced members with more advanced or varied topics.

Before finishing his report, Jason mentioned that Ed Beckenbach's memorial was scheduled for February 1st at the Elks Lodge. He also noted that, in order to allow everyone from the department to attend the service, our district would be covered by Nevada County Consolidated.

C. Treasurer's Report – Rhea Williamson

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

Rhea Williamson presented the Financials for November and December 2024.

Rhea Williamson moved to approve the November and December 2024 Financials and Cal Card as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

ii. Year-to-Date Budget vs. Actual

Rhea presented the interfund transfer and moved to approve it as presented. Pamela seconded the motion.

iii. FY 2024-25 Budget Adjustments

iv. FY 2024-25 Budget Adjustments

Rhea presented the year-to-date budget vs. actual figures and explained that the Finance Committee had adjusted the budget originally created at the beginning of the fiscal year. She then presented the adjustments and proposed amendments, including the addition of money earned from the strike teams.

Bruce entertained a motion to approve the proposed amendments, and Pamela seconded it. The motion carried with a vote of 4-0-0-1.

v. COLA to Measure Q FY 2025-26

Rhea discussed the proposed increase for the next fiscal year, noting that it was not an action item. She explained that the next meeting would include the first hearing to approve it. Rhea also mentioned that the tax increase must be published as a public hearing notice and that two hearings are required for it to be approved.

D. Firefighters Association Report – Sambhava Burke

No Report

E. NCFA Report – Tim Tschantz

No Report

F. Auxiliary Report – Sasha St. John

No Report

9. OLD BUSINESS

A. Forest Reserve Fund Grant – Bruce Boyd

Bruce met with the owner of the land where the water tanks are being installed on Purdon to measure and flag the space. They discussed the placement of the hydrant and defined the turn-out space to ensure there would be no obstruction, such as hitting mailboxes. He also noted that, unlike the tanks on Cruzon, this location does not have freezing issues.

B. Hydrant Committee Update – Tom Browning

Tom reported that the special assessment district currently has a one-year activation pause, which will expire before construction begins. He noted that this issue needs to be addressed and fixed before moving forward.

C. Review Rental Policy

Tom expressed two concerns regarding the current policy. The first concern was related to a recent request from a community member to borrow tables and chairs from Station 1. He pointed out that there is no clear stipulation in the policy about whether the department rents or lends items like tables and chairs to the public.

Additionally, since the chairs were purchased by the auxiliary, there was uncertainty about who owned them. After discussing the matter, it was concluded that anything donated to the department or stored at the stations belongs to the department and should never leave the station except for district-related events.

Tom's second concern was about the section of the policy that states the rental fee and/or insurance may be waived for non-profit events and events related to the fire department.

He emphasized that the wording needs to be updated to make it clear that there will be no gift of public funds and that firefighters should not receive special treatment regarding the use of the premises for private events. The goal is to ensure that the public receives the same treatment as firefighters when it comes to using the facilities.

The Board also discussed whether alcohol should be permitted on the premises. Bruce expressed his preference for no alcohol being allowed, while Tom stated he preferred keeping the current policy, which requires anyone wishing to have alcohol at an event in the hall to attend a regular meeting and seek approval from the Board at least 30 days prior to the event.

D. Municipal Service Review (MSR) and Related Sphere of Influence Updates of Fire and Emergency Response Services Provided in Nevada County (Final Draft) – Tom Browning

The Board and everyone present were informed that the County CWPP was available on the website www.nsjfire.org

Tom explained that every five years, LAFCO requires an assessment of all districts' spheres of influence. This involves gathering information on fire services to put together a project, which Lynn, Heidi, and Jason helped with. However, the returned product still needed significant work.
Tom remarked that in our District's section, at least five times it suggested considering consolidation, which seemed to be a format allowing LAFCO to push that agenda.

He stressed that consolidation is not a viable option at this time, LAFCO referred to our response times and how we fall short of meeting the standards. However, he noted that we need to be realistic given the unique challenges of our rural area and pointed out that we have not yet adopted any formal standards.

Boyd Johnson expressed his agreement with Tom, stating that the document appeared to be a format designed to promote consolidation, almost like a propaganda piece to justify or encourage it.

10. NEW BUSINESS

A. Updates to Nevada County CWPP

This was a follow-up on the email the Board received from Sara. Bruce reminded everyone that this is a great opportunity to amend our Protection Plan.

Rhea suggested that the section be addressed by a committee. Bruce also reminded the Board that Sara had offered to be a public member on this matter, and Sam was designated to work on it.

B. CLOSED SESSION : Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluation: Fire Chief.

The Board members and Chief Jason Flores went into closed session at 8:36.

After the closed session to evaluate the Fire Chief, the Board returned to open session. Bruce announced that Jason Flores had submitted his resignation. The Board then accepted his resignation letter, effective February 1st.

11. NEXT MEETING: February 25, 2025, at 6:00 PM.

Bruce reminded the board that the next meeting

12. ADJOURNMENT: Meeting adjourned at 9:15 PM.

Amy Rodriguez

Amy Rodriguez, Board Secretary