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, June 24, 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 June 25, 2025 REGULAR BOARD MEETING AGENDA**

3. **PUBLIC COMMENT ON MATTERS NOT ON AGENDA**

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 May 27, 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.** May 2025 Statistics 🕮
     - **ii.** Current Department Activity
   - **C.** Treasurer's Report – Rhea Williamson

Action
     - **i.** Financials- May 2025: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮
     - **ii.** Mitigation Report 🕮
   - **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

7. **OLD BUSINESS**
   - **A.** Hydrant Committee Update – Tom Browning
   - **B.** Electric Vehicle Charging Station, at Station 1 🕮 -Tom Browning
   - **C.** Capital Improvement – Bruce Boyd

8. **NEW BUSINESS**

Action **A.** Resolution 2025-04 Capital Improvement Expenditure Plan (Mitigation Fund AB1600) – Rhea Williamson 🕮
   - **B.** Amador Plan Cal Fire – Tom Browning

Action **C.** Purchase used Type 1 Water Tender from Nevada County Consolidated Fire – Tom Browning
   - **D.** Operations and Personnel Manager position 🕮 – Tom Browning

Action **E.** Operations and Personnel Manager Employment Agreement 🕮
   - **F.** CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Consider Fire Chief appointment.
   - **G.** Return from closed session.

Action **H.** Fire Chief Service Agreement.

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

10. **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
May 27, 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
info911@nsjfire.org

BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, May 27, 2025
Draft

PRESENT: Bruce Boyd; Chair, Samantha Hinrichs; Vice Chair, Rhea Williamson; Treasurer

Staff Present: Fire Chief Tom Browning, Finance and Facilities Manager Lynn McGarva, Operations and personnel Manager Amy Rodriguez
Absent: Tim Tschantz, Pamela Morey.

Community Members : Liz Walsh, Boyd Johnson.

1. **CALL TO ORDER:** The meeting was called to order at 6:03 PM by Chair Bruce Boyd. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.
2. **APPROVAL OF April 22, 2025, REGULAR BOARD MEETING AGENDA**
   Prior to approving the agenda, a request was made to move the Auxiliary Report forward to Item 6B to accommodate Sasha St. John, allowing her to present earlier and be excused due to a long day of Auxiliary meetings. The board agreed to the change.
   Motion: Vice Chair Hinrichs moved to approve the agenda as amended.
   Second: Treasurer Williamson
   Vote: Motion carried unanimously
   Aye:3 No: 0 Abstain:0 Absent:2

3. **PUBLIC COMMENT:**

Liz Walsh addressed the Board to express concern regarding confusion about the date of the previous month's board meeting. She noted that meetings are typically held on the fourth Tuesday of the month, but the agenda had listed the meeting on the last (fifth) Tuesday. As a result, she missed the meeting, believing it would take place on the later date. She expressed frustration about the mix-up and requested greater clarity in the future.

Boyd Johnson addressed the Board and read aloud a portion of the Brown Act, specifically referencing the importance of transparency in public meetings. He cited a section of the Act that states public agencies should not control or limit what information the public receives, emphasizing that governmental bodies must conduct their business openly and ensure public access to information.

4. **MINUTES:**

Draft Minutes of March 25, 2025, Regular Board Meeting

Treasured Rhea Williamson made a motion to approve the minutes of the April 22, 2025, meeting as submitted. The motion was seconded by Vice-Chair Sam Hinrichs.
The motion passed unanimously with a vote of 3-0-0-2.

Aye: 3 Noes: 0 Abstain: 0 Absent: 2

5. **ANNOUNCEMENTS:**

It was announced that an informational meeting would be held on May 12 at the North Columbia Schoolhouse for residents interested in learning more about Firewise Communities. The event featured a presentation by JoAnn Fates, along with other speakers including Sean Ryan, Battalion Chief for the local area with CAL FIRE. The purpose of the meeting was to educate the public on wildfire preparedness and steps to becoming a recognized Firewise Community.

6. **REPORTS**

A. **Board Chair Report – Bruce Boyd**

It was reported that **Mother Truckers**, a local business, had been supporting the District through a donation collection helmet placed in their store to raise funds for the firefighters. Unfortunately, the donation helmet was recently stolen. The business inquired whether the Fire Department could provide a replacement or some other secure method to continue the fundraiser. The Board expressed appreciation for the ongoing community support and discussed options for assisting with a replacement.

i. **Correspondence**

The Board reviewed an email from **Ralph Hogan**, who raised concerns about potential discrepancies in tax revenue received by the North San Juan Fire Protection District. He noted some anomalies and is working to determine whether the District and its taxpayers received the appropriate amount of funding, including any potential historical impacts related to ERAF (Educational Revenue Augmentation Fund).
District Manager Lynn Mcarva noted that she is actively looking into the matter.

B. **Auxiliary Report – Sasha St John**

Sasha St. John delivered the Auxiliary Report and shared the success of the recent Scotch Broom Breakfast, a long-standing community tradition held on Mother's Day at the Fire Hall at Station 1 in North San Juan. She reported that this year's event raised $1,000 more than the previous year and noted how smoothly it went, with community members arriving in staggered groups throughout the morning. Sasha expressed gratitude for all the volunteers who helped make the event such a success.

She also shared that the wife of one of the District's new firefighters had recently joined the Auxiliary, adding to the group's strength and community connection.

Additionally, Sasha announced that Sharon Beckenback had officially resigned earlier that day during the Auxiliary meeting, after many years of dedicated service to the department. The Board acknowledged Sharon's long-standing contributions with appreciation.

C. Chief's Report –Tom Browning

Before delivering the Chief's Report, **Fire Chief Tom Browning** introduced four new firefighters who recently joined the department:

- **Alisson Rees**
- **Francisco Cebollero**
- **Tammy Noxon**
- **Robert Noxon**

The Board welcomed the new members and expressed appreciation for their commitment to serving the community.

i. **April 2025 Statistics :**
Chief Tom Browning provided a summary of the April 2025, Statistics

ii. **Current Department Activity:**

Fire Chief Tom Browning reported that the department had responded to a number of recent incidents, noting that seven calls had only a single firefighter available to respond. He highlighted the strain this places on the department and the importance of adequate staffing.

Chief Browning also reported on a recent fire in Camptonville. The incident began as a structure fire and quickly spread into a wildland fire. The North San Juan Fire Protection District responded in mutual aid and assisted Camptonville's fire department in containing it.

During the discussion, Treasurer Rhea Williamson noted that the volume of calls so far this year suggests that it could be another record-breaking year for emergency responses, even though it is still early in the year.

Vice Chair Samantha Hinrichs commented on the recent public education session the department provided to students at Grizzly Hill. She praised the presentation as great and age-appropriate, noting that her students expressed concern about the possibility of a fire in their area. Vice Chair Hinrichs highlighted that the session equipped the students with valuable tools for preparedness, resulting in an engaged group that asked thoughtful questions and showed a strong interest in fire safety.

Fire Chief Tom Browning announced an upcoming Captain's promotion scheduled for May 31st. There are three candidates for the position: Bill Scott, Cameron Shay, and Forrest Simpson, all of whom have served as engineers for an extended period. Chief Browning acknowledged their experience and contributions to the department.

D. Treasurer's Report – Presented by Lynn McGarva

i. **Financials- January 2025: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card**
Treasurer Rhea Williamson presented the financial report to the Board. During the review, District Manager Lynn Mcarva clarified an error in the Funds Summary report. The correct total for current assets is $2,235,126.87, not $2,235,137.17 as previously stated. The Board acknowledged the correction.

Approval of Financials:

- Motion made by Treasurer Rhea Williamson, seconded by Chair Bruce Boyd.
- Motion passed: 3-0-0-2.

ii. **Transfer from Mitigation to General Fund**
It was presented to the board the transfer of funds from the Mitigation Fund to the General Fund.
Treasurer Rhea Williamson made the motion to approve the transfer, which was seconded by Vice Chair Samantha Hinrichs.
The motion carried with a vote of 3-0-0-2 (3 in favor, 0 opposed, 0 abstentions, 2 absent).

iii. **Transfer from Measure Q to General Fund**
Transfer funds from Measure Q to the General Fund.
Treasurer Rhea Williamson made the motion to approve the transfer, which was seconded by Vice Chair Samantha Hinrichs.
The motion carried with a vote of 3-0-0-2 (3 in favor, 0 opposed, 0 abstentions, 2 absent).

E. Firefighters Association Report – Sambhava Burke

Sambhava provided an update on the Association's ongoing fundraising efforts, specifically aimed at helping firefighters purchase boots, which can be a costly expense. The goal is to provide economical support to ensure firefighters are well-equipped for their duties.
He also reflected on the recent **Scotch Broom Breakfast**, highlighting its success and the strong community turnout.

Sambhava remarked on the positive cultural shift within the department over the past year, noting how new recruits have brought renewed excitement and camaraderie. He emphasized that the team feels more united, with volunteers consistently arriving early to trainings to connect and build stronger relationships.

Additionally, Sambhava brought up the need for a newsletter to improve communication with the community and highlight the department's activities and presence. It was discussed that creating a Google Drive folder could be a useful tool, allowing department members to contribute and share articles easily.

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

No report

G. NCFA Report – Tim Tschantz

No Report

7. OLD BUSINESS

A. Hydrant Committee Update – Chief Browning:
Discussion ongoing. No formal updates at this time.

B. Electric Vehicle Charging Station, at Sation 1

It was reported that the installation of an Electric Vehicle Charging Station at Station 1 would not require the department to match any costs, nor would the department be responsible for installation or capital outlay expenses. The charging station is expected to generate revenue, as users will pay for the service. The Board discussed potential locations for the station, taking into consideration planned future remodeling of Station 1 to ensure optimal placement.

8. NEW BUSINESS

A. Resolution 2025-02 Collection of Special Tax (Measure Q)
The resolution was approved with Chair Bruce Boyd, Vice Chair Samantha Hinrichs, and Treasurer Rhea Williamson voting in favor. The motion passed with a vote of 3-0-0-2 (3 in favor, 0 opposed, 0 abstentions, 2 absent).

B. Resolution 2025-03 Authorizing Nevada County Auditor Controller to Collect Special Taxes
The Board reviewed Resolution 2025-03, which authorizes the Nevada County Auditor-Controller to collect special taxes on behalf of the District. The resolution was approved with Treasurer Rhea Williamson, Vice Chair Samantha Hinrichs, and Chair Bruce Boyd voting in favor. The motion passed with a vote of 3-0-0-2 (3 in favor, 0 opposed, 0 abstentions, 2 absent).

C. Authorization to Surplus Firefighting Equipment
Fire Chief Tom Browning presented a letter from Cameron Shay, the firefighter responsible for distributing uniforms and equipment. The letter detailed a list of older equipment that no longer meets state or federal performance standards due to having passed its expiration date. Although the equipment remains in good condition, it is unsuitable for active use. The proposal included donating this surplus equipment to fire departments in Mexico.

During the discussion, it was questioned whether the District already has a specific recipient fire department in mind for the donation or if the District could partner with an organization that handles shipping logistics and costs. The Board considered options for coordinating the donation process.

D. Capital Improvement
Fire Chief Tom Browning presented a PowerPoint slideshow detailing the District's current assets. The presentation included information on all fire stations with their addresses, and each vehicle owned by the department, specifying the year, make, and mileage.

Chief Browning also outlined several potential capital improvement options for consideration, including:

Acquiring additional vehicles, such as a small water tender and a rescue vehicle equipped to carry water. This would enhance the department's ability to respond effectively to vehicle accidents and fires, as well as medical calls, without needing to return to the station to switch vehicles.

Expanding the bay at Station 3, which would provide better protection for vehicles and more comfortable space for personnel.

Remodeling Station 1 and the Fire Hall to improve facilities and operational efficiency.

The presentation aimed to guide discussions on how best to allocate department funds to support future needs.

At **8:09 PM**, the meeting recessed, and all attendees walked outside to view the bay area of Station 3. This walkthrough was intended to provide a better understanding of the proposed remodel and help the Board consider its potential benefits. The meeting reconvened at **8:19 PM** and then proceeded to closed session.

E. **CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Public Employee Performance Evaluations: District Operations and Personnel Manager / Board Secretary**
F. **Return from closed session**

The Board returned from closed session at 8:37 PM. It was reported that Amy Rodriguez has performed satisfactorily in her role. While still navigating a learning curve, her contributions to the department have been positive and appreciated.

9. **NEXT MEETING:** June 24, 2025, at 6:00 PM.

10. **ADJOURNMENT:** Meeting adjourned at 8:38 PM.

Amy Rodriguez
Amy Rodriguez, Board Secretary

6.A.

Correspondence

Tom Browning

From: Cindy Browning <cbrowning@tresd.org>
Sent: Monday, June 16, 2025 11:23 AM
To: Tom Browning
Cc: Bruce Boyd

Dear Chief Browning,

On behalf of Grizzly Hill School and Twin Ridges Elementary School District, I want to sincerely thank you for participating in our Water Safety Assembly and activities on Wednesday, June 3, 2025.

Your time, expertise, and engagement with our students made a tremendous impact in helping promote water safety awareness. The students greatly enjoyed the hands-on activities and the opportunity to learn directly from your team.

We truly appreciate your partnership and support in making this event a success. We look forward to the opportunity to collaborate again in the future.

Thank you again for your time and commitment to student safety.

Warm regards,
Cindy Browning

--

Cindy Browning, M.A. Sp. Ed.
Coordinator of Student Services
Twin Ridges Elementary School District
530-265-9052 ext. 234

6.B.

May 2025
Statistics

NSJFPD INCIDENT RESPONSE DETAIL - March 2024

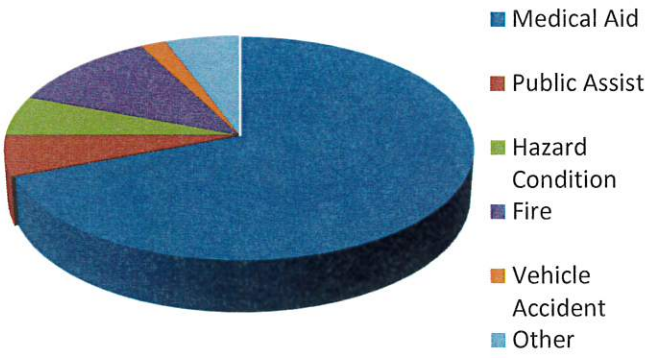
Date	Type	Location	Response Time	Commitment Time	Number of NSJ Personnel Responding	Total Responders	Notes
5/1	Other	Pathfinder Wy (012135)	22	50	1	4	False Alarm
5/1	Other	Pathfinder Wy (012151)	12	63	2	5	False Alarm
5/3	Medical Aid	Tyler Foote (012275)	6	38	3	8	Patient Contact
5/3	Medical Aid	Tyler Foote (012406)		31	4	8	Unable to Locate
5/4	Medical Aid	Bridgeport (012408)		18	3	9	Canceled
5/4	Medical Aid	Montezuma Ln (012429)	10	41	4	9	Patient Contact
5/4	Medical Aid	Hyw 49 (012439)	10	46	4	8	Patient Contact
5/7	Hazard Condition	Tyler Foote (012689)	15	54	1	4	False Alarm
5/8	Public Assist	Tyler Foote (012833)	8	32	3	6	Air ambulace
5/9	Medical Aid	Grizzly Hill School (012886)	0	83	2	7	Patient Contact
5/9	Medical Aid	Hwy 49 (012899)	10	34	2	7	Patient Contact
5/9	Vehicle Accident	Blue Sage Wy (012925)	8	78	1	13	SNMH Transport
5/9	Medical Aid	Hwy 49 (012961)	8	31	5	13	SNMH Transport
5/10	Medical Aid	Shady Creek (013018)	10	34	2	4	Patient Contact
5/11	Public Assist	Reservoir St (013097)	9	13	4	7	False Alarm
5/11	Medical Aid	Sages (013126)	9	101	• 5		Patient Contact
5/11	Medical Aid	Buttermilk Bend Trail (013175)	17	43	5		Patient Contact
5/12	Medical Aid	Cementery St (013315)	13	50	2	4	Patient Contact
5/13	Medical Aid	Fox Fire (013380)		8	3	7	Canceled
5/14	Medical Aid	Montezuma (013498)	7	54	2	4	SNMH Transport
5/14	Medical Aid	Cementery St (013507)	9	39	3	8	SNMH Transport
5/15	Debris / Smoke Check	Sweetland (013618)	13	37	2	6	Lkegal brun pile
5/15	Medical Aid	MacNab Cypress Rd (013622)	22	26	2	7	False Alarm
5/16	other	Oak Tree Rd (013652)	10	26	3	9	False Alarm
5/17	Fire- Vehicle	Jackass Flats Rd (013807)	19	85	4	7	Extinguished
5/18	Debris / Smoke Check	Oak Tree Rd (013849)		4	4	7	Other
5/19	Medical Aid	Hwy 49 (013962)		32	2	7	Canceled
5/20	Medical Aid	Hwy 49 (014083)	9	34	2	4	SNMH Transport
5/20	Medical Aid	Hwy 49 (014098)		15	2		Canceled
5/21	Vehicle Accident	Purdon Rd (014225)		15	7	12	Unable to locate
5/21	Medical Aid	Sweetland Rd (014242)	10	34	3	6	SNMH Transport
5/23	Medical Aid	Hwy 49 (014412)	9	45	1	7	SNMH Transport
5/23	Medical Aid	School St (014428)	9	49	1	10	SNMH Transport
5/23	Vehicle Accident	Tyler Foote Rd (014462)	10	48	2	7	SNMH Transport
5/24	Medical Aid	South Yuba River (014602)	15	65	2	20	River Rescue
5/25	Medical Aid	Sweetland Rd (014633)	18	40	2	6	SNMH Transport
5/25	Medical Aid	Tyler Foote (014642)	8	37	2	5	SNMH Transport
5/25	Medical Aid	Donaldine Dr (014694)	14	47	3	6	SNMH Transport
5/26	Medical Aid	Robinson Rd (014726)	6	39	3	6	SNMH Transport
5/26	Debris / Smoke Check	Rockaway (014729)	16	53	3	7	Extinguished
5/26	Public Assist	Tyler Foote (014765)	18	72	3	6	Unable to Locate
5/26	Hazard Condition	Oak Tree Rd (014806)	7	51	3	8	Other
5/27	Fire -Structure	Malakoff Diggins (14833)		25	2	9	Canceled
5/27	Medical Aid	Reader Ranch (014879)	12	61	3	8	SNMH Transport
5/28	Medical Aid	Sages Rd (014929)	17	64	3	7	SNMH Transport
5/28	Medical Aid	Tyler Foote Rd (014938)	8	41	2	7	Patient Contact
5/28	Medical Aid	Bridgeport (014961)	21	25	2		Patient Contact
5/28	Debris / Smoke Check	Yellow Pine Ln (014964)		57	1		Unable to Locate
5/28	Fire - Wildland	Yellow Pine Ln (014987)	44	183	4		Extinguished
5/28	Medical Aid	Tyler Foote (015010)	10	27	2	7	SNMH Transport
2/28	Medical Aid	Donaldine Dr (014694)	10	119	3	9	SNMH Transport
5/29	Medical Aid	Murphy Rd (015084)	11	33	2	6	False Alarm / Non Injury
5/31	Medical Aid	Bridgeport (015294)		20	3		Canceled
5/31	Medical Aid	Bridgeport (015307)		3	5		Canceled
5/31	Hazard Condition	Cherokee St (015342)	8	40	4		False Alarm

341

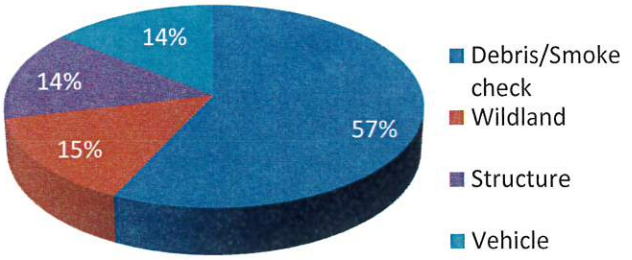
Total Calls:	55
Average FF/Call:	6.2

North San Juan Fire Department
Call Details
May 2025

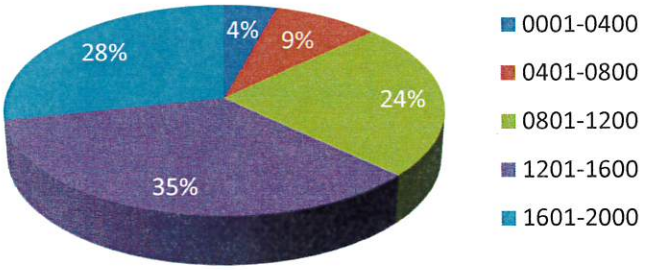
Call Type



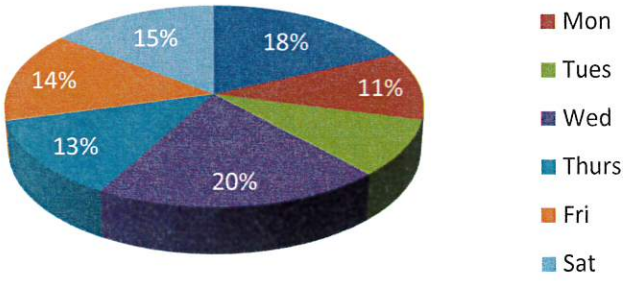
Fire Type



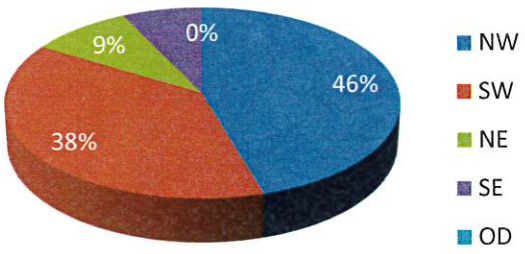
Time of Day

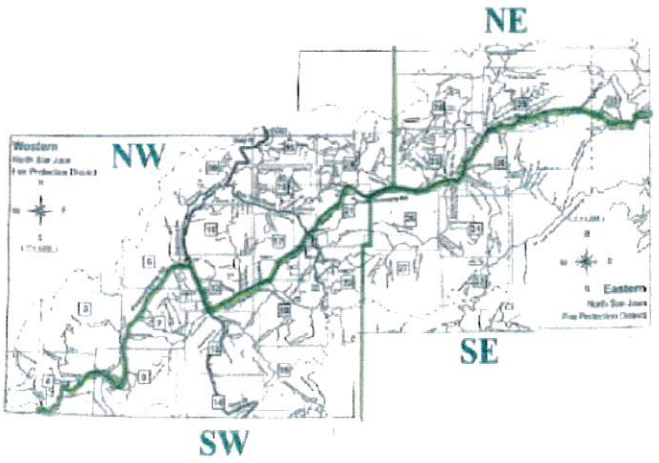


Day of Week



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	25	36								**117**
Vehicle Accident	3		1	2	3								**9**
Fire - Structure	1	1	2		1								**5**
Fire - Wildland	3		1	1	1								**6**
Fire - Structure/Wildland				2									**2**
Fire - Vehicle		1	2		1								**4**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	4	2			4								**10**
Fire - Debris Check			2	1									**3**
Fire - Other													**0**
Fire - False Alarm					3								**3**
Fire - Menace Standby													**0**
Hazard		3	1		3								**7**
Public Assist	2	3		1	3								**9**
Other	1	2											**3**
Totals:	**29**	**36**	**26**	**32**	**55**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**178**

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**	**32**									
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	5	5								**24**
Special Training			1										
External Training					1								
Work Party					1								
Public Education				3	1								
Public Service			2										
Totals:													

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2025 Monthly Totals:	2	0	1	2	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- May 2025: Funds Summary, Deposit Detail, Disbursements, Cal Card

NSJ Fire Protection District

Funds Summary

Period Ending 05/31/2025

	May 31, 2025
Current Assets	
Tri-Counties Bank (Petty Cash)	**$ 500.00**
6720 General Fund	**$ 1,350,460.87**
GF Capital Equipment Fund	**$ 400,000.00**
GF Improvement Fund	**$ 282,372.00**
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	**$ 216,110.02**
6777 Mitigation	**$ 27,195.90**
Total Current Assets	**$ 2,544,638.79**

Account	Begin Balance	Deposits	Transfer IN	Expenses	Transfer OUT	Balance
Tri-Counties (Petty Cash)	$ 500.00	$ 18.65		$ (18.65)		$ 500.00
Total Petty Cash						**$ 500.00**
General Fund	$ 1,040,948.95	$ 364,326.87		$ (54,814.95)		$ 1,350,460.87
GF Equipment Fund	$ 400,000.00					$ 400,000.00
GF Improvement Fund	$ 374,300.93					$ 282,372.00
GF Reserve	$ 200,000.00					$ 200,000.00
Total 6720 General Fund						**$ 2,232,832.87**
*** Measure Q Fund**	**$ 168,805.87**					**$ 168,805.87**
Measure Q Fund Reserve	$ 216,110.02					$ 216,110.02
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						**$ 284,110.02**
Mitigation Fund	$ 27,195.90					$ 27,195.90
Total Mitigation Fund						**$ 27,195.90**

Assests as of 05/31/25 $ 2,544,638.79

NSJ Fire Protection District
Deposit Detail
May 2025

	Date	Memo	Account	Amount
	05/05/2025	**Deposit**	**10720 · GF General Fund**	**87,332.48**
		FEMA AFG Grant 2024	55000.2 · FEMA AFG Grant 2024	-87,332.48
TOTAL				-87,332.48
	05/13/2025	**Deposit**	**10720 · GF General Fund**	**3,315.68**
		April - 2025 Prop 172	44960 · Prop 172 Public Safety	-3,315.68
TOTAL				-3,315.68
	05/13/2025	**Deposit**	**10720 · GF General Fund**	**200.00**
		Richard Gast - Cost Recovery Citation	47000.4 · Recovery/Fine	-200.00
TOTAL				-200.00
	05/13/2025	**Deposit**	**10720 · GF General Fund**	**637.00**
		Current Secured Tax	40010 · Current Secured Tax	-3.58
		Prior Unsecured Tax	40040 · Prior Unsecured Tax	-2.25
		Supplemental Secured Tax	40170 · Supplemental Secured Tax	-252.85
		Supplemental Unsecured Tax	40180 · Supplemental Unsecured Tax	-32.28
		Homeowner Exemption	44190 · Homeowner Exemption	-346.04
TOTAL				-637.00
	05/15/2025	**Deposit**	**10720 · GF General Fund**	**1,277.64**
		Lance Antencia - Station 1 Rental	46210 · Station 1 Rental	-100.00
		Refund Hunt Over Billed	68602 · Propane	-1,177.64
TOTAL				-1,277.64
	05/22/2025	**Deposit**	**10720 · GF General Fund**	**55,180.41**
		Border 2	46110.1 · Strike Team Personnel	-31,725.84
		Border 2	46110.5 · Strike Team Engine	-13,479.64
		Boder 2	46110.4 · Strike Team Meals/Lodging	-280.50
		Border 2	46110.2 · Strike Team Admin	-9,694.43
TOTAL				-55,180.41
	05/22/2025	**Deposit**	**10720 · GF General Fund**	**67,042.59**
		2025 CSR Mobilization	46110.1 · Strike Team Personnel	-40,530.58
		2025 CSR Mobilization	46110.5 · Strike Team Engine	-14,733.56
		2025 CSR Mobilization	46110.2 · Strike Team Admin	-11,778.45
TOTAL				-67,042.59
	05/22/2025	**Deposit**	**10720 · GF General Fund**	**149,341.07**
		EATON Incident	46110.1 · Strike Team Personnel	-88,599.34
		EATON Incident	46110.5 · Strike Team Engine	-33,674.79

Date	Memo	Account	Amount
	EATON Incident	46110.4 · Strike Team Meals/Lodging	-829.80
	EATON Incident	46110.2 · Strike Team Admin	-26,237.14
TOTAL			-149,341.07
05/16/2025	**Deposit**	**10250 · Tri Counties Petty Cash**	
	Reimbursement to Petty Cash		-18.65
			-18.65

NSJ Fire Protection District
Transaction Detail by Account
May 2025

	Date	Name	Memo		Amount
10720 · GF General Fund					
1	05/16/2025	Clientworks	Email Assistance		-55.00
2	05/16/2025	Smile Business	Copier Agreement		-116.30
3	05/16/2025	Verizon Wireless	Tablets Service Charge		-120.03
4	05/16/2025	Fire Risk Management Service (FRMS)	Life Insurance		-132.55
5	05/16/2025	Fire Risk Management Service (FRMS)	Life Insurance		-132.55
6	05/16/2025	Banner Communications & Electronics	Radio Inspections		-140.00
7	05/16/2025	Boyett Petroleum	Fuel		-309.10
8	05/16/2025	FF Simpson, Forrest D (Reim)	Reimbrs Batteries for 6164		-430.77
9	05/16/2025	Rice Business Solutions	Payroll Services		-446.25
10	05/16/2025	Grass Valley Investment/ A-Z Supply	PVC for Water Tanks		-738.00
11	05/16/2025	Life Assist, Inc.	Epinephrine		-996.14
12	05/21/2025	EDD	State Payroll Tax		-24.58
13	05/21/2025	EDD	State Payroll Tax		-369.92
14	05/21/2025	Internal Revenue Service	Federal Payroll Taxes		-5,179.64
15	05/28/2025	Banner Communications & Electronics	5 radios and 4 chargers		-1,018.56
16	05/28/2025	Burton's Fire	Pump Test		-1,260.00
17	05/28/2025	Corbin Skyberg	Appreciation Luncheon		-2,000.00
18	05/28/2025	US Bank	See Cal Card		-11,390.39
19	05/28/2025	FF Flores, Angela	Backfill		-118.20
20	05/28/2025	FF Shay, Cameron	Backfill		-147.76
21	05/28/2025	FF Stead, Judy	Backfill		-147.76
22	05/28/2025	FF Trace, Joshua	Backfill		-147.76
23	05/28/2025	FF Scott, William S	Backfill		-354.63
24	05/28/2025	FF Davis, Tommy	Backfill		-443.28
25	05/28/2025	FF Browning, Tom	April Chief Stipend		-876.50
26	05/28/2025	Amy Rodriguez	Admin		-1,333.66
27	05/28/2025	Lynn McGarva	Admin		-2,074.01
28	05/28/2025	FF Gross, Michal	Palisades Incident		-8,395.59
29	05/28/2025	FF Roland, Mark	Palisades Incident		-9,452.99
30	05/28/2025	FF Browning, Tom	March 2025 Chief Stipend		-876.50
31	05/28/2025	AT&T CALNET 3	Telephone Service for Station 1 and 2		-114.45
32	05/28/2025	Boyett Petroleum	Fuel		-382.21
33	05/28/2025	Airgas	Oxygen		-393.04
34	05/28/2025	Bauer Compressors	Annual Certification		-1,537.91
35	05/28/2025	Department of Forestry & Fire	Co-Op Agreement Jan 2025 - March 2025		-3,140.27
Total 10720 · GF General Fund					-54,796.30
10250 · Tri-Counties Bank - Petty Cash					
1	04/15/2025	FF Stead, Judy (Reim)	CPR	#	-10.00
2	04/15/2025	FF Scott, William S. (reim)	Dump Run	#	-8.65
Total 10250 Tri-Counties Petty Cash					-18.65

NSJ Fire Protection District

US Bank Cal Card

As of April 22, 2025

Date	Name	Memo	Amount
03/31/2025	Dish Network	Residence TV	109.66
04/03/2025	UPS Store - Grass Valley	Background heck	62.00
04/03/2025	Digium Cloud Services	Telephone Service for Station 3	160.37
04/03/2025	Microsoft 365	Computer Licenses	110.00
04/03/2025	Microsoft 365	Microsoft Licenses	92.00
04/09/2025	CrewBoss	Uniform Pants for all Employees	4,706.98
04/09/2025	WPSG INC	25 Helmet Lights	3,799.24
04/18/2025	AED Market Place	John Deere Maintenance Kit	89.67
04/18/2025	Pre Position	Preposition Food 03/26/2025 to 04/04/2025	1,406.82
04/18/2025	Amazon.Com	Shirts, Head lamps, Sweat Band	669.23
04/20/2025	Staples	Dishwashing Detergent, Flash Drives, Stapler, Gel Pens	94.15
04/20/2025	Amazon.Com	Rechargeable Batteries	90.27
			11,390.39
TOTAL			**11,390.39**

6.C.ii

Mitigation Report

North San Juan Fire Protection District
Mitigation Fund (AB-1600)
Fund # 6777
Report for FY 2024-2025

The fee rate schedule did not change during the 2024-2025 year.

A total of 3 permits were issued.

Beginning Balance of Mitigation (AB1600) (Fund #6777)	22,492.18
Annual Interest earned for the Mitigation (AB1600) Fund was	546.58
Donation	0.00
Total Fees	5,134.77
Cancellation of Permit/Fee Returned	0.00
Transfers made from the Mitigation Fund (6777)	(3,300.00)
Ending Fund Balance June 30 of Mitigation Fund (AB1600) (6777)	24,873.53

Following statistics are Provided:

Month	Year	Permits	Amount	Sq Ft	Issued to
July	2024				
August	2024				
September	2024				
October	2024	1	1,416.00	2400	Jason Vasquez
November	2024				
December	2024				
January	2025				
February	2025				
March	2025	1	381.14	646	Gary Navo
April	2025	1	2,360.00	4000	Crystal Valencia
May	2025				
June	2025	1	977.63	1657	Greg Poppin
Totals:		4	5,134.77	8,703.00	

* Prepared by: Lynn McGarva, Finance Manager

7.B.

Electric Vehicle Charging Station, at Station 1

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

June 6, 2025

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

RE: **Letter of Site Host Commitment**

The 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 Protect District provides emergency and non-emergency services to the community of North San. Our Station 1 is in the center of North San Juan along highway 49, at 10057 Reservoir Street. This Station also serves as a community gathering location for the area. We have a large meeting hall with a kitchen for community gatherings. Our large parking lot will provide an excellent location for EV charging stations.

Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Thomas W. Browning
Fire Chief
North San Juan Fire Protection District
Office 530 292-9159
Cell 530 802-4050

8.A.

Resolution 2025-04
Capital Improvement
Expenditure Plan
(Mitigation Fund
AB1600)

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

Resolution 2025-04

RESOLUTION TO UPDATE CAPITAL IMPROVEMENT EXPENDITURE PLAN

WHEREAS, the Board of Directors of the North San Juan Fire Protection District did, pursuant to Government Code Section 66000 et seq., adopt Resolution 91-13, creating and establishing a fee for new development within the District to finance capital equipment and facilities expenditures; and

WHEREAS, said Board did adopt Resolution 2003-04 on June 3, 2003 adopting a Capital Improvement Expenditure Plan for 2003-2008;

NOW THEREFORE BE IT RESOLVED that the North San Juan Fire Protection District Board of Directors duly adopts an update to the Capital Improvement Plan as outlined in the accompanying Exhibit A – Capital Improvement Plan 2025-2029, as per Government Code Section 66002;

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 24th day of June 2025, by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

ATTEST:

_____ _____

Bruce Boyd, Chair Amy Rodriguez, Board Secretary

Exhibit A
Capital Improvement Plan
2025-2029

Project	Cost 2025-26	Cost 2026-27	Cost 2027-28	Cost 2028-29
Engine 6168 Payment	$3,300			
District Wide Water Storage	$18,000			

8.D.

Operations and Personnel Manager position

Dear Board Members,

I am writing to formally resign from my position at North San Juan Fire Protection District, effective June 30th, 2025.

I sincerely appreciate the opportunities and support I've received during my time here. It has been a valuable experience, and I'm grateful to have been part of the team.

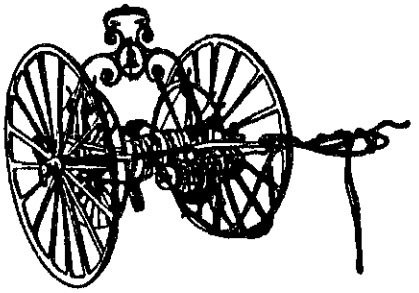
Please let me know how I can help during the transition. I wish the department continued success.

Warm regards,
Amy Rodriguez

8.E.

Operations and Personnel Manager Employment Agreement

DISTRICT COPY



NORTH SAN JUAN
FIRE PROTECTION DISTRICT

OPERATIONS AND PERSONNEL MANAGER EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made effective as of_____,
by and between North San Juan Fire Protection District ("Employer") and _____
("Employee") who shall collectively be known herein as "the Parties".

RECITALS:

The parties agree as follows:

EMPLOYMENT

Employer shall employ Employee as Operations and Personnel Manager as defined in Board Policy 1301.8 with principal duties as described in Board Policy 1605.2, see Attachment A. Employee accepts and agrees to such employment, subject to the general supervision, advice, and direction of Employer and the Employer's supervisory personnel. Employee shall also perform such other duties as are customarily performed by an employee in a similar position, and such other and unrelated services and duties as may be assigned to Employee from time to time by Employer. Employee is hired on a part-time basis for 15-20 hours per week on average over each month.

TERM

Employee's employment under this Agreement shall be for an unspecified term on an "at-will" basis, meaning that Employer or Employee can terminate the employment relationship for any reason, with or without good cause or reason. In the event Employer terminates this employment without good cause, Employer shall pay Employee two weeks' compensation (30 hours).

COMPENSATION

As compensation for the services provided by Employee under this Agreement, Employer will pay Employee an hourly rate as negotiated periodically between the Employer and the Employee and subject to Board policy and the salary schedule. Payment will be made in accordance with Employer's usual payroll procedures.

DISTRICT COPY

PAID TIME OFF (PTO)

No PTO accrues to the position of Operations and Personnel Manager.

REIMBURSEMENT FOR EXPENSES

Employee shall be reimbursed for ordinary business expenses, travel, training, and mileage at the Federal reimbursement rate.

CONFIDENTIALITY

The Operations and Personnel Manager is a confidential position with access to all District business, files, data, correspondence, and personnel information. Employee shall be subject to state laws governing confidentiality and shall exercise discretion and good sense in handling the District's affairs so as to maintain confidentiality.

COMPLIANCE WITH EMPLOYER'S RULES

Employee agrees to comply with all of the rules and regulations of Employer as stated in the Districts Organizational Manual.

ENTIRE AGREEMENT

This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement, oral or written. This agreement supersedes any prior written agreement between the parties.

AMENDMENT

This Agreement may be modified or amended if the amendment is made in writing and is signed by both Employee and Employer. No officer or employee has any power to modify or amend this Agreement in any other way.

SEVERABILITY

If any provision of this Agreement is ruled to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Agreement is invalid or unenforceable, but that by limiting each provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as solicited.

ATTORNEY FEES

If any legal action based in contract law is necessary to enforce or interpret the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

DISTRICT COPY

MODIFICATIONS

This Agreement may be modified, superseded or voided only if written, approved and signed by both Employee and Employer.

EFFECT OF WAIVER

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

APPLICABLE LAW

This agreement shall be governed by the laws of the State of California.

Dated: _____ _____

Fire Chief

Dated: _____ _____

Employee

DISTRICT COPY

ATTACHMENT A

Following is an excerpt from the Districts Organizational Manual:

1605.2. OPERATIONS AND PERSONNEL MANAGER – (O & P)

(Section 1605.7. Updated. First reading: 6/282018. Adopted: 7/24/2018)

The District Manager O & P shall be hired by the Board and shall be responsible for executing the District Board and Department business as defined below. The District Manager O & P interfaces with District personnel, local and state agencies and the public in handling Board and Department duties. The District Manager O & P serves at the will of the Board of Directors under the supervision of the Fire Chief and shall be considered a confidential employee. The District Manager O & P shall have duties as assigned by the Chief, as follows:

ESSENTIAL DUTIES

Duties include, but are not limited to the following:

SPECIAL DISTRICT

- Act as Secretary to the Board:
  - Attend all Board meetings and record/transcribe/provide minutes.
  - Prepare, post and distribute agendas for all Board meetings.
  - Notify Committee members of meetings/post notices.
  - Prepare Ordinances and Resolutions in accordance with State law.
  - Be knowledgeable of Brown Act and Public Records Act.
  - File appropriate forms with the Secretary of State & Nevada County Clerk.
  - Record Board members Form 700 filings and other FPPC filings annually.
  - Type letters and general District correspondence.
  - Serve on committees as requested.
  - Other duties as assigned by the Chief at the request of the Board.

OPERATIONS

- Tasks:
  - Chief administrative and clerical support.

- Aid Staff meetings
- Answer phones; direct public inquiries/requests to appropriate personnel.
- Records and files management.
- Pick-up and distribute mail.
- Order and maintain inventory of office supplies.
- Help prepare and mail District newsletter, and other mailings as needed.
- Order road signs/collect payments.
- Assist public with burn permits and mitigation fees.
- Maintain Advanced Life Support records.
- Oversee reporting of ALS to SSV (Sierra Sacramento Valley).
- Coordinate with other state, local agencies and PIO in communicating with public about District operations through social media, email and broadcasts.
- Train and oversee NFIRS Data Entry and Reporting personnel.
- Liaison between NSJFPD and Cal Fire's incident reporting system.
- Update & maintain NSJFPD Website.
- Manage District's Email Account.
- Information technology (IT) support.
- Other duties as assigned by the Chief.

PERSONNEL

- Processing and Records:
  - Pre-employment Intake/Processing.
  - Background Checks - FBI/DOJ Clearance.
  - Maintain confidential personnel files.
  - Monitor Medical Certifications for Pre-employment & Current Clearance.
  - Monitor Employee/Personnel records/training/certifications, update and post reminders of expiration dates.
  - Online Training Administrator.
  - Monitor Policy Compliance with EEOC Guidelines & State Labor Regulations.
  - Employee Benefits Management
  - DMV Clearance/Monitor/ Manage program.
  - Maintain incident statistics and paid-call reimbursement records.
  -
- Workers Compensation Administration:
  - Intermediary for administration of Workers Compensation.
  - Prepare/monitor claims.

MINIMUM REQUIREMENTS

- Knowledge of standard office administrative practices and procedures including operation of common office equipment.
- Experience with organizing and maintaining records and various files.
- Excellent written and verbal communication skills.
- Demonstrated experience composing letters, memos, and reports.
- Ability to use initiative and independent judgment within established guidelines.
- Ability to use tact and discretion in developing and maintaining effective working relationships with both District staff and members of the public.
- Demonstrated experience using the Internet, word processing, and spreadsheet software to prepare correspondence, reports, charts, and graphs.
- Demonstrated ability providing excellent customer service in a challenging environment.
- Demonstrated ability to work independently, deal with frequent interruptions, handle high transaction volume, prioritize, meet deadlines, and work with speed and accuracy.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Light-exert force to 20 pounds occasionally, or 10 pounds frequently, or negligible force constantly to lift, carry, push pull or move objects; May involve significant periods of remaining stationary, moving, pushing and/or pulling; Frequent fingering, typing and frequent extension of the neck upward, downward and side to side; Occasional periods of remaining stationary, moving, bending, stooping, crouching, pushing, pulling, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level; On rare occasion, kneeling, climbing stairs and ladders and driving a motor vehicle with and without passengers.

Vision: Visual acuity that can be corrected sufficiently to perform the essential functions of the position.

Hearing: Effectively detect/comprehend oral instructions and communication.

Communication: Effectively communicate orally with staff, Board members and members of the public.

ENVIRONMENTAL CONDITIONS

Works indoors constantly; goes outdoors occasionally; constant use of computer; works both alone and with others; on rare occasion drives a motor vehicle. On occasions is exposed to dust.

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.