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, July 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 July 22, 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 June 22, 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 🕮
     - *Action* **ii** Board Chair
   - **B.** Chief's Report – Tom Browning
     - **i.** June 2025 Statistics 🕮
     - **ii.** Current Department Activity
   - **C.** Treasurer's Report – Rhea Williamson
     - *Action* **i.** Financials- June 2025: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮
     - **ii.** FY 2024-25 Year to Date Budget vs. Actual
     - *Action* **iii.** Authorization Signer Addition – Fire Chief Mike Stewart 🕮
   - **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**
   - **A.** Organizational Manual Updates – Mike Stewart

9. **NEXT MEETING: September 23, 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
June 22, 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, June 24, 2025
Draft

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice Chair; Rhea Williamson, Treasurer (arrived at 6:02); Tim Tschantz; Pam Morey

ABSENT: None

STAFF PRESENT: Chief Tom Browning; Finance Manager Lynn McGarva; Board Secretary Amy Rodriguez

1. **CALL TO ORDER:** The meeting was called to order at 6:00 PM by Chair Bruce Boyd. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.

2. **APPROVAL OF JUNE 24, 2025, REGULAR BOARD MEETING AGENDA**
   Pam Morey asked to have a date corrected from June 25th to June 24th.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of May 27, 2005**
      Samantha Hinrichs moved to approve the draft minutes from May 27, 2025, Tim Tschantz seconded, motion carries by unanimous vote.

5. **ANNOUNCEMENTS:**
   Tim Tschantz would like to clean out and line the pond at the memorial garden. Tim will volunteer his time, but there will be expenses for supplies. Chief Tom Browning suggests discussing this during the Capital Improvements item (7.C).

   Samantha Hinrichs will be the MC for the upcoming Storytelling Festival. She encourages all to attend.

   Pam Morey asked the Board to consider reinstating the Firefighter Explorer program.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      Bruce Boyd reminded the group that he will be stepping down as Chair,

Samantha Hinrichs will be taking over the Chair position. This transition will formally happen at the July meeting.

i. **Correspondence**
Cindy Browning, from Grizzly Hill School, sent a letter thanking fire personnel for the excellent water safety training conducted at the school in early June.

B. Chief's Report –Tom Browning

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

ii. **Current Department Activity:**
Chief Tom Browning presented two new firefighters to the Board: Jose Rodriguez-Hernandez and Joshua Trace.

- South Yuba River Campground is now open for camping.
- North San Juan Fire participated in the Cherry Festival with almost all vehicles.
- We're seeing an uptick in vegetation fires. Last week we had the roadside spots on Pleasant Valley Road that were started by a vehicle backfiring, and the Serendipity Fire whose cause is unknown at this time. During the Serendipity Fire, a fire started on Ivy Lane caused by a power pole surge.
- District Secretary Amy Rodriguez highlighted some of the high-volume posts on the District's Social Media page. Between May and June our page had 30,000 views.
- Engine 6168 recently had some transmission work done.

C. Treasurer's Report – Presented by Lynn McGarva

i. **Financials- May, 2025: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card**
Treasurer Rhea Williamson presented the financial reports for May, 2025.

Rhea Williamson moved to approve the financial reports for May, 2025, Pam Morey seconded, motion passed 5-0-0-0.

ii. **Mitigation Report**
This is an annual requirement, no action needed.

D. Firefighters Association Report – Sambhava Burke
Sambhava Burke was not present. Tom Browning announced that the Association will be paying for their own TV service in the residence so the District will no longer be paying for Dish service ($150/month).

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

James Graham, a resident and member of the Wampum Way FireWise Community, shared that he is hosting a two way radio presentation at the Community Center on Thursday, June 26 beginning at 7:00 PM.

Samantha Hinrichs shared that recently there has been a consolidation of FireWise communities. Although there are fewer FireWise Communities, they are more effective. By the end of the year, there could be 100,000 residents in a FireWise Community. Sam also shared that there is a new FireWise Coalition in Nevada County that is putting on *Ready or Not, Fire Season is Here* on Thursday.

F. NCFA Report – Tim Tschantz
No report.

G. Auxiliary Report – Sasha St. John
Fire Chief Tom Browning shared that the Auxiliary approved purchasing the station radio for Station 3.

7. OLD BUSINESS

A. Hydrant Committee Update – Chief Browning
Tom Browning shared that well testing is ongoing so there should be data to share soon.

B. Electric Vehicle Charging Station at Station 1
Tom Browning shared that he was informed NSJFPD will no longer need to provide matching funds for the charging station.

C. Capital Improvement
Bruce Boyd asked board members for their input on what capital improvements should be prioritized.

Samantha Hinrichs and Bruce Boyd would both like to see Station 1 further developed with a residence. Bruce has offered to complete architectural drawings for an expansion at Station 1, but we will need to hire an outside structural engineer.

Tim Tschantz would like to rehabilitate the memorial pond at Station 3.

Boyd Johnson asked the Board to remove or repair the fence at Station 1. Bruce Boyd would like to see the fence removed.

8. NEW BUSINESS

A. Resolution 2025-04 Capital Improvement Expenditure Plan (Mitigation Fund AB 1600)- Rhea Williamson
Rhea Williamson moved to adopt Resolution 2025-04 to update the Capital Improvement Plan to include only the project titled *Engine 6168* payment in the amount of $3,300, Samantha Hinrichs seconded, motion passed by the following roll call vote:

Samantha Hinrichs – Aye
Rhea Williamson – Aye

Tim Tschantz – Aye
Pam Morey – Aye
Bruce Boyd – Aye

Ayes – 5 No – 0 Abstain – 0 Absent – 0

B. Amador Plan CAL FIRE – Tom Browning

Tom Browning stated that an Amador Contract with CAL FIRE would cost roughly $50,000. An Amador Contract would be between NSJ Fire and CAL FIRE to keep station 42 open and staffed year-round. An additional benefit of an Amador Contract would make station 42 a "must cover" station, so when the engines are pulled from the station for long duration incidents, there would be a priority to move-up-and-cover to keep that station staffed. Chief Browning asked the board for authorization to further pursue this potential contract; all board members were in support.

C. Purchase used Type 1 Water Tender from Nevada County Consolidated Fire – Tom Browning

Nevada County Consolidated Fire Department is surplusing a 1989 type 1 water tender, they will sell it to NSJ Fire for $25,000. Tom had our mechanic inspect the tender and everything works great.

Tim Tschantz moved to approve the purchase of the water tender from Nevada County Consolidated Fire Department for $25,000, Pam Morey seconded, motion carried 5-0-0-0.

D. Operations and Personnel Manager Position – Tom Browning

Tom Browning announced that Amy Rodriguez is resigning as the Operations and Personnel Manager. Amy Rodriguez will stay on as the Social Media Manager. Heidi Ryan has agreed to come back on as the Operations and Personnel Manager.

E. Operations and Personnel Manager Employment Agreement – Tom Browning

Tom Browning is asking the Board to approve an Employment Agreement for Heidi Ryan at the rate of $34.29/hour.

Samantha Hinrichs moved to hire Heidi Ryan as our Operations and Personnel Manager effective July 1st, Rhea Williamson seconded. Motion carried 5-0-0-0.

F. CLOSED SESSION: Pursuant to Section 54967 of the Brown Act: Consider Fire Chief Appointment

G. Report on Closed Session

Bruce Boyd announced that the Board voted to accept Mike Stewart as Fire Chief.

H. Fire Chief Service Agreement

Samantha Hinrichs moved to approve the Fire Chief Service Agreement Contract commencing July 1, 2025, with Mike Stewart as Fire Chief, Pam Morey seconded. Motion carried 5-0-0-0.

9. **NEXT MEETING:** July 22, 2025, at 6:00 PM
10. **10. ADJOURNMENT:** Meeting adjourned at 8:22 PM

Heidi Ryan
Heidi Ryan, Board Secretary

6.B.i

Statistics

June, 2025

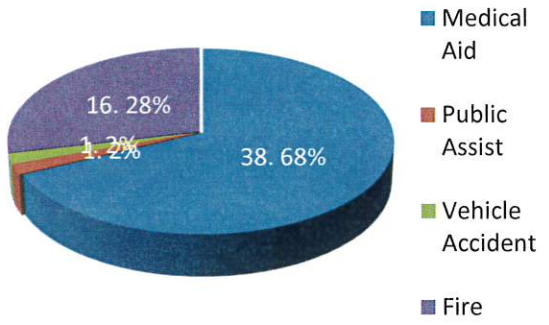
NSJFPD INCIDENT RESPONSE DETAIL - June 2025

Date	Type	Location	Response Time	Commitment Time	Number of NSJ Personnel Responding	Total Responders	Notes	River	Out of District
6/1	Medical Aid	HWY 49 (015444)	16	23	4		No Patient Contact	1	
6/2	Medical Aid	Badger Hill Rd (015609)	7	33	2	7	SNMH Transport		
6/3	Medical Aid	Tyler Foote Rd (015672)	5	79	2	8	Patient Contact		
6/3	Debris Check	HWY 49 (015708)	15	34	3	6	Legal Pile		
6/5	Medical Aid	Salmon Mine (015847)	14	52	2	8	SNMH Transport		
6/5	Medical Aid	Brotherhood Way (015867)_	9	63	1	6	SNMH Transport		
6/5	Medical Aid	Purdon Crossing (015900)	18	72	1		Unable to Locate	1	
6/5	Medical Aid	Tyler Foote Rd (015915)	2	36	2		SNMH Transport		
6/6	Wildland Fire	Old Oak Valley (015954)	30	429	2		Extinguished		*
6/6	Medical Aid	Dolmite Ct (016026)	9	44	5	10	SNMH Transport		
6/6	Medical Aid	School St (016056)	9	21	4	9	SNMH Transport		
6/8	Medical Aid	Sweetland Rd (016291)	11	40	3	6	Patient Contact		
6/8	Wildland Fire	Lat/Long (016296)	25	42	5		Released		*
6/9	Wildland Fire	Walls Flat (016315)	26	166	4	8	Extinguished		
6/9	Medical Aid	Tyler Foote (016337)	11	53	2	8	SNMH Transport		
6/9	Medical Aid	Shay Ln (016389)	14	50	2		SNMH Transport		
6/10	Medical Aid	Sweetland Rd (016506)	10	38	3		SNMH Transport		
6/11	Vehicle Accident	Rooster Hill (016566)		35	2	7	Unable to Locate		
6/11	Smoke Check	Pacheco (016612)	25	41					
6/12	Medical Aid	Reservoit St (016674)	8	28	2	7	Patient Contact		
6/13	Medical Aid	Robinson (016726)	10	58	3	9	SNMH Transport		
6/13	Wildland Fire	Miller (016759)	17	79	2		Extinguished		
6/13	Debris/Smoke Check	Purdon Rd. (016785)		18	2		Unable to Locate		
6/14	Medical Aid	Francisco (016864)	12	63	2	7	SNMH Transport		
6/14	Wildland Fire	Pleasant Valley (016877)	18	134	5	30	Extinguished		
6/14	Medical Aid	Reader Ranch (016943)	11	35	3	8	SNMH Transport		
6/15	Wildland Fire	Freeman St. (016956)	12	110	6	13	Extinguished		
6/15	Medical Aid	Tyler Foote (016958)	11	60	3	10	Patient Refused		
6/16	Medical Aid	Tyler Foote (017034)	32	82	6	13	SNMH Transport		
6/16	Medical Aid	Tyler Foote (017086)	5	33	2	9	Patient Contact		
6/17	Medical Aid	Hwy 49 (017224)	12	46	4		Patient Contact	1	*
6/17	Medical Aid	Hwy 49 (017232)	17	101	3		Patient Contact	1	
6/17	Wildland Fire	Purdon Rd (017249)		7	3		Canceled		
6/18	Medical Aid	Sweetland (017335)	10	53	5	10	Patient Contact		
6/19	Medical Aid	Derbec (017413)	17	65	2	8	SNMH Transport		
6/19	Medical Aid	Hy 49 (017459)		14	1		Canceled	1	
6/19	Debris Check	Tyler Foote (017464)		6	1		Canceled		
6/19	Medical Aid	Feather Ct. (017482)	8	40	1		Patient Contact		
6/20	Wildland Fire	Serendipity (017546)	25	255	6	100	Extinguished		
6/20	Wildland Fire	Ivey (017559)	3	47	4	20	Extinguished		
6/21	Medical Aid	Hwy 49 (017664)	12	39	2		Patient Contact	1	
6/21	Medical Aid	Hwy 49 (017709)	6	41	5	8	SNMH Transport		
6/22	Wildland Fire	Skyland (017756)	43	121	5	8	Extinguished		
6/23	Medical Aid	Lake City (017844)	15	73	3	8	SNMH Transport		
6/24	Medical Aid	Edwards Crossing (017957)	39	120	4	17	SNMH Transport	1	
6/24	Medical Aid	Kailash (017959)					Commited to another call		
6/24	Medical Aid	Pleasant Valley (017973)					Committed to Another Call		
6/25	Public Assist	Pleasant Valley (018039)	15	29	3		Non-Injury		
6/25	Medical Aid	Hwy 49 (018092)	12	95	2		Patient Contact	1	
6/25	Wildland Fire	Lake City (018094)	33	47	2	16	Extinguished		
6/27	Medical Aid	Tyler Foote (018384)	7	48	4	7	SNMH Transport		
6/28	Medical Aid	Black Meru (018417)	14	93	4		SNMH Transport		
6/28	Medical Aid	Drunken Miners (018426)	14	49	3		SNMH Transport		
6/28	Medical Aid	Bridgeport (018456)		5					*
6/28	Medical Aid	Robinson (018505)	8	52	2		Patient Refused		
6/29	Wildland Fire	Marysville (018546)	38	608	4		Completed Assignment		*

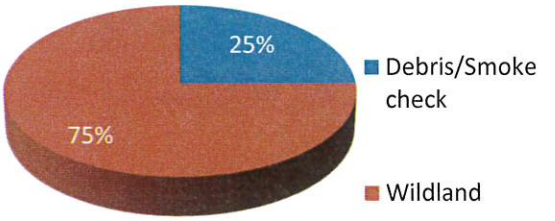
Total Calls:	56	8
Total Man Hours	231	24
Average FF/Call:	2.82	2.63

North San Juan Fire Department
Call Details
June 2025

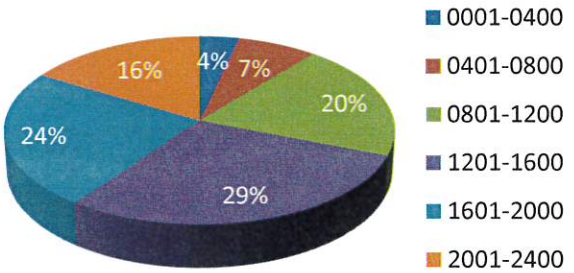
Call Type



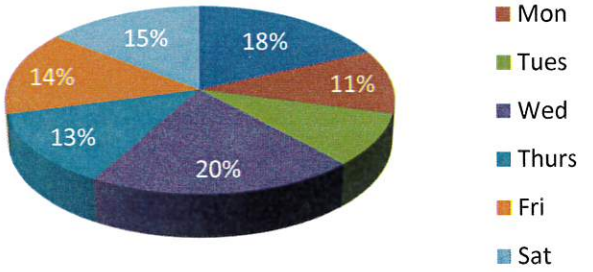
Fire Type



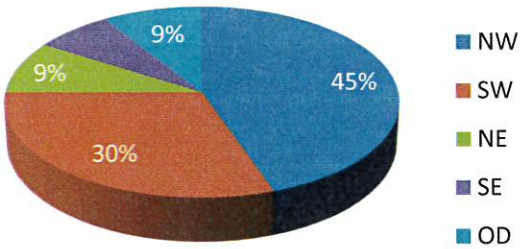
Time of Day

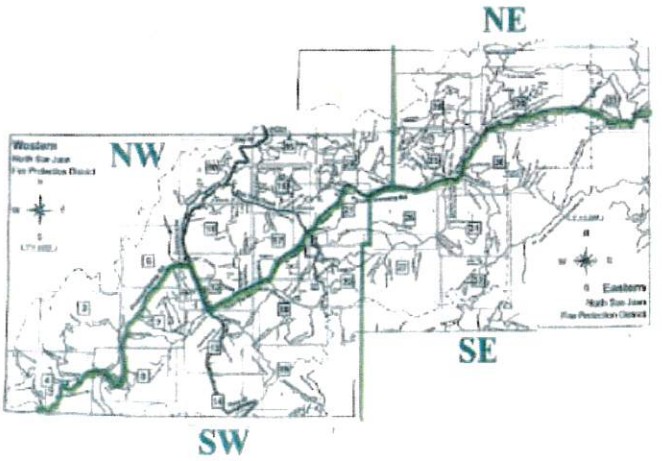


Day of Week



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	38							**155**
Vehicle Accident	3		1	2	3	1							**10**
Fire - Structure	1	1	2		1								**5**
Fire - Wildland	3		1	1	1	12							**18**
Fire - Structure/Wildland				2									**2**
Fire - Vehicle		1	2		1								**4**
Fire - Vehicle/Wildland													**0**
Fire - Smoke Check	4	2			4	1							**11**
Fire - Debris Check			2	1		3							**6**
Fire - Other													**0**
Fire - False Alarm					3								**3**
Fire - Menace Standby													**0**
Hazard		3	1		3								**7**
Public Assist	2	3		1	3	1							**10**
Other	1	2											**3**
Totals:	**29**	**36**	**26**	**32**	**55**	**56**	**0**	**0**	**0**	**0**	**0**	**0**	**234**

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**	**55**	**56**							**234**
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	4							**28**
Special Training			1										**1**
External Training					1								**1**
Work Party					1								**1**
Public Education				3	1	1							**5**
Public Service			2										**2**
Totals:													**38**

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	5							11
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

June, 2025

NSJ Fire Protection District

Funds Summary

Period Ending 06/30/2025

	June 30, 2025
Current Assets	
Tri-Counties Bank (Petty Cash)	**$ 374.15**
6720 General Fund	**$ 1,219,704.30**
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	**$ 165,016.22**
6777 Mitigation	**$ 25,076.28**
Total Current Assets	**$ 2,360,542.95**

Account	Begin Balance	Deposits	Transfer IN	Expenses	Transfer OUT	Balance
Tri-Counties (Petty Cash)	$ 500.00			$ (125.85)		$ 374.15
Total Petty Cash						**$ 374.15**
General Fund	$ 1,350,460.87	$ 133,471.22	$ 62,367.00	$ (326,594.79)		$ 1,219,704.30
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						**$ 2,102,076.30**
*** Measure Q Fund**						**$ -**
Measure Q Fund Reserve	$ 216,110.02	$ 7,973.20			$ (59,067.00)	$ 165,016.22
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						**$ 233,016.22**
Mitigation Fund	$ 27,195.90	$ 1,180.38			$ (3,300.00)	$ 25,076.28
Total Mitigation Fund						**$ 25,076.28**

Assests as of 06/30/25 $ 2,360,542.95

NSJ Fire Protection District
Deposit Detail
June 2025

	Date	Memo	Account	Amount
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**8,077.15**
		24/25 5% Pipeline	40010 · Current Secured Tax	-0.14
		24/25 5% Railroad	40010 · Current Secured Tax	-3.42
		24/25 5% Sec Apportion	40010 · Current Secured Tax	-7,936.23
		24/25 Unitary	40010 · Current Secured Tax	-137.36
TOTAL				-8,077.15
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**5.33**
		40000 · Revenue:40030 · Current Unsecured Tax	40030 · Current Unsecured Tax	-5.33
TOTAL				-5.33
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**2.07**
		40000 · Revenue:40040 · Prior Unsecured Tax	40040 · Prior Unsecured Tax	-2.07
TOTAL				-2.07
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**287.73**
		40000 · Revenue:40170 · Supplemental Secured Tax	40170 · Supplemental Secured Tax	-287.73
TOTAL				-287.73
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**6.82**
		40000 · Revenue:40180 · Supplemental Unsecured Tax	40180 · Supplemental Unsecured Tax	-6.82
TOTAL				-6.82
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**1.03**
		40000 · Revenue:40280 · Supplemental Prior Unsecured	40280 · Supplemental Prior Unsecured	-1.03
TOTAL				-1.03
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**17,063.14**
		43000 · Inter-Governmental:43010 · Interest-General Fund	43010 · Interest-General Fund	-17,063.14
TOTAL				-17,063.14
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**148.32**
		43000 · Inter-Governmental:44190 · Homeowner Exemption	44190 · Homeowner Exemption	-148.32
TOTAL				-148.32

NSJ Fire Protection District
Deposit Detail
June 2025

	Date	Memo	Account	Amount
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**2,203.30**
		40000 · Revenue:40310 · Special Assessments	40310 · Special Assessments	-2,203.30
TOTAL				-2,203.30
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**59,067.00**
		Transfer from Measure Q to General Fund	39600 · Inter Fund Transfer	-59,067.00
TOTAL				-59,067.00
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**3,300.00**
		Transfer from Mitigation AB1600 to General Fund	39600 · Inter Fund Transfer	-3,300.00
TOTAL				-3,300.00
	06/10/2025	**Deposit**	**10720 · GF General Fund**	**4,759.51**
		May-25 Prop 172	44960 · Prop 172 Public Safety	-4,759.51
TOTAL				-4,759.51
	06/10/2025	**Deposit**	**10717 · Measure Q Fund**	**5,894.02**
		Measure Q	40310 · Special Assessments	-5,894.02
TOTAL				-5,894.02
	06/10/2025	**Deposit**	**10717 · Measure Q Fund**	**2,079.18**
		47000 · Other Income:47000.3 · Measure Q Interest	47000.3 · Measure Q Interest	-2,079.18
TOTAL				-2,079.18
	06/10/2025	**Deposit**	**10777 · 6777 -Mitigation (AB1600) Fund**	**202.75**
		Deposit	47000.2 · Mitigation Interest	-202.75
TOTAL				-202.75
	06/16/2025	**Deposit**	**10720 · GF General Fund**	**87,085.90**
		E-1.6 20250205-NSJ Mud/Debri Pre Position	46110.1 · Strike Team Personnel	-51,900.24
		E-1.6 20250205-NSJ Mud/Debri Pre Position	46110.5 · Strike Team Engine	-17,554.88
		E-1.6 20250205-NSJ Mud/Debri Pre Position	46110.4 · Strike Team Meals/Lodging	-2,331.00
		E-1.6 20250205-NSJ Mud/Debri Pre Position	46110.2 · Strike Team Admin	-15,299.78
TOTAL				-87,085.90

NSJ Fire Protection District
Deposit Detail
June 2025

	Date	Memo	Account	Amount
	06/16/2025	**Deposit**	**10720 · GF General Fund**	**13,600.38**
		0-1 20250242-NSJ	46110.1 · Strike Team Personnel	-11,210.98
		0-1 20250242-NSJ	46110.2 · Strike Team Admin	-2,389.40
TOTAL				-13,600.38
	06/18/2025	**Deposit**	**10720 · GF General Fund**	**230.54**
		US Bank Rewards	46190 · Refund Misc	-230.54
TOTAL				-230.54
	06/30/2025	**Deposit**	**10777 · 6777 -Mitigation (AB1600) Fund**	**977.63**
		Poppin, Greg	47000.1 · Mitigation Fees	-977.63
TOTAL				-977.63

NSJ Fire Protection District
Transaction Detail by Account
June 2025

	Date	Name	Memo	Amount
	10250 · Tri-Counties Bank - Petty Cash			
1	06/22/2025	FF Michal Gross (reimb)	Trash	-8.65
2	06/23/2025	FF Michal Gross (reimb)	Trash	-8.65
3	06/23/2025	FF Dragstedt, Anatol (reimb)	Water	-99.90
4	06/24/2025	FF Scott, William S. (reim)	Trash	-8.65
	Total 10250 · Tri-Counties Bank - Petty Cash			-125.85
	10717 · Measure Q Fund			
5	06/10/2025	North San Juan Fire Protection District	Transfer to 6720 General Fund	-59,067.00
	Total 10717 · Measure Q Fund			-59,067.00
	10720 · GF General Fund			
6	06/11/2025	US Bank	See Cal Card	-2,581.41
7	06/11/2025	Napa Auto Parts	Lawnmower Super Power	-54.32
8	06/11/2025	OCCU-MED	Pre Employment Physical	-80.38
9	06/11/2025	Wind, Rachel	Cleaning Station 1 Feb-May	-192.50
10	06/11/2025	AT&T CALNET 3	Station 1 and Station 2 Phones	-440.33
11	06/11/2025	Banner Communications & Electronics	20 New Radios	-1,664.98
12	06/11/2025	City of Grass Valley	Set up New Dispatch/New Tablets	-2,100.00
13	06/11/2025	EDD	State Payroll Tax	-200.00
14	06/11/2025	Clientworks	Email Adjustments	-33.75
15	06/11/2025	PG&E Station #1	Station 1 Power	-60.50
16	06/11/2025	Life Assist, Inc.	Glucose Monitor	-278.92
17	06/11/2025	Verizon Wireless	New Tablets Set up	-290.76
18	06/11/2025	FF Shay, Cameron (reimb)	S-223 Class	-300.00
19	06/11/2025	FF Gross, Michal (reimb)	S-223 Class	-300.00
20	06/11/2025	Boyett Petroleum	Fuel	-1,249.37
21	06/11/2025	Nevada County Consolidated	I Pads for Vehicles	-2,414.22
22	06/11/2025	FF Burke, Connor	Backfill 06/06/2025	-110.82
23	06/11/2025	FF Guetebier, Andy	Staging	-147.76
24	06/11/2025	FF Guetebier, Andy	Pre PO E-1.4	-518.53
25	06/11/2025	FF Browning, Tom	June 2025 Admin	-695.33
26	06/11/2025	Amy Rodriguez	June 2025 Admin	-1,221.54
27	06/11/2025	FF Shay, Cameron	Pre PO E-1.7	-1,311.88
28	06/11/2025	FF Dragstedt, Anatol	Pre PO E-1.7	-1,311.89
29	06/11/2025	FF Gross, Michal	Pre PO E-1.2	-1,348.32
30	06/11/2025	FF Shay, Cameron	Pre PO E-1.2	-1,348.33
31	06/11/2025	FF Simpson, Forrest D.	Pre PO E-1.7	-1,436.23
32	06/11/2025	FF Simpson, Forrest D.	Pre PO E-1.2	-1,476.12

	Date	Name	Memo	Amount
33	06/11/2025	FF Rainville, Christopher	Pre PO E-1.4	-1,555.57
34	06/11/2025	FF Guetebier, Andy	Pre PO E-1.7	-1,555.58
35	06/11/2025	FF Guetebier, Andy	Pre PO E-1.2	-1,598.80
36	06/11/2025	FF Hunter, Jacob	Pre PO E-19.7	-1,703.96
37	06/11/2025	FF Scott, William S	Pre PO E-1.4	-1,849.94
38	06/11/2025	FF Hunter, Jacob	Pre PO E-1.7	-1,849.95
39	06/11/2025	FF Simpson, Forrest D.	Pre PO E-19.7	-1,850.02
40	06/11/2025	FF Gross, Michal	Pre PO E-1.4	-1,894.95
41	06/11/2025	FF Gross, Michal	Pre PO E-1.4	-1,894.95
42	06/11/2025	FF Scott, William S	Pre PO E-1.7	-2,009.56
43	06/11/2025	FF Guetebier, Andy	Pre PO E-19.7	-2,052.52
44	06/11/2025	Lynn McGarva	June 2025 Admin	-2,176.76
45	06/11/2025	FF Guetebier, Andy	Pre PO E-1.7 4107	-2,246.99
46	06/11/2025	FF Scott, William S	Pre PO E-1.3	-3,019.83
47	06/11/2025	FF Gross, Michal	Pre PO E-1.3	-3,206.84
48	06/11/2025	FF Simpson, Forrest D.	Pre PO E-1.3	-3,290.78
49	06/11/2025	FF Gross, Michal	Eaton Incident	-3,391.10
50	06/11/2025	FF Roland, Mark	Eaton Incident	-3,673.03
51	06/11/2025	FF Guetebier, Andy	Pre PO E-1.3	-3,802.67
52	06/11/2025	FF Hunter, Jacob	2025 CSR Incident	-5,893.80
53	06/11/2025	FF Rodgriguez, Alejandro	2025 CSR Incident	-6,006.41
54	06/11/2025	FF Hunter, Jacob	Border 2	-6,247.89
55	06/11/2025	FF Picker, Nancy	Pre PO E-0.1	-6,354.42
56	06/11/2025	FF Simpson, Forrest D.	2025 CSR	-6,420.74
57	06/11/2025	FF Simpson, Forrest D.	Border 2 Incident	-6,798.69
58	06/11/2025	FF Shay, Cameron	Pre PO E-1.6	-7,573.51
59	06/11/2025	FF Dragstedt, Anatol	Pre PO E-1.6	-7,614.48
60	06/11/2025	FF Guetebier, Andy	2025 CSR	-7,821.54
61	06/11/2025	FF Scott, William S	Pre PO E-1.6	-7,963.49
62	06/11/2025	FF Guetebier, Andy	Border 2 Incident	-8,318.57
63	06/11/2025	FF Guetebier, Andy	Pre PO E-1.6	-9,716.77
64	06/11/2025	FF Hunter, Jacob	Eaton Incident	-10,461.58
65	06/11/2025	FF Simpson, Forrest D.	Eaton Incident	-11,311.54
66	06/11/2025	FF Rodgriguez, Alejandro	Eaton Incident	-11,451.95
67	06/11/2025	FF Guetebier, Andy	Eaton Incident	-13,492.76
68	06/11/2025	FF Browning, Tom	Rail Ridge Incident	-16,271.50
69	06/11/2025	FF Lingen, Doug	Rail Ridge Incident	-18,705.27
70	06/11/2025	AT&T CALNET 3	Station 1 and 2 Phones	-114.81
71	06/11/2025	PG&E Station #1	Station 1 and 2 Power	-195.50
72	06/11/2025	Boyett Petroleum	Fuel	-375.38
73	06/11/2025	Riley, Robert	Training	-450.00
74	06/11/2025	Grass Valley Investment/ A-Z Supply	Water Tank Supplies	-14,164.06
75	06/11/2025	EDD	State Taxes	-10.45

	Date	Name	Memo	Amount
76	06/11/2025	EDD	State Payroll Taxes	-271.73
77	06/11/2025	EDD	Payroll State Taxes	-5,768.50
78	06/11/2025	Internal Revenue Service	Federal Payroll Taxes	-61,239.32
79	06/11/2025	Nevada County Consolidated	Remainder of Payment for Tablets	-11.62
80	06/11/2025	UPS Store - Grass Valley	Background Checki	-62.00
81	06/11/2025	Smile Business	Copier Agreement	-76.25
82	06/11/2025	Colantuono, Highsmith & Whatley, PC	General Counsel	-80.00
83	06/11/2025	Grass Valley Investment/ A-Z Supply	Water Tank Supplies	-243.05
84	06/11/2025	Nevada City Engineering	Water Tank Easement	-650.00
85	06/11/2025	ACC Business	Broadband	-880.66
86	06/11/2025	Pehling and Pehling	First Installment for Audit	-3,775.00
87	06/16/2025	FF Simpson, Forrest D.	Pre PO E-1.4	-2,009.56
	Total 10720 · GF General Fund			-326,594.79
	10777 · 6777 -Mitigation (AB1600) Fund			
88	06/10/2025	North San Juan Fire Protectio	Transfer to Mitigation	-3,300.00
	Total 10777 · 6777 -Mitigation (AB1600) Fund			-3,300.00

NSJ Fire Protection District

US Bank Cal Card

As of May 22, 2025

Date	Name	Memo	Amount
04/22/2025	All Season Awards	Plaques for Appreciation	274.37
04/22/2025	All Season Awards	Plaques for Appreciation	195.98
04/30/2025	Badgesmith.com	ID Cards	95.03
05/01/2025	Dish Network	TV Residence	109.66
05/01/2025	Digium Cloud Services	Telephone	160.16
05/01/2025	UPS Store - Grass Valley	Background Check	124.00
05/01/2025	Microsoft 365	Licenses	171.33
05/01/2025	Microsoft 365	Microsoft Licenses	92.00
05/01/2025	Siteground Hosting	Web Page Hosting	359.88
05/01/2025	Intuit	Annual Subscription	999.00
			2,581.41
		TOTAL	**2,581.41**

6.C.ii

FY 2024-25
Year-to-Date
Budget vs. Actuals

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

	Jul '24 - Jun 25	Budget	% of Budget
Ordinary Income/Expense			
Income			
12200 · Due to Other Funds	-62,367.00	0.00	100.0%
39600 · Inter Fund Transfer	62,367.00	204,000.00	30.57%
40000 · Revenue			
40010 · Current Secured Tax	161,546.22	161,000.00	100.34%
40020 · Prior Secured Taxes	0.00	5.00	0.0%
40030 · Current Unsecured Tax	2,524.06	3,000.00	84.14%
40040 · Prior Unsecured Tax	31.24	60.00	52.07%
40160 · St-Other in Lieu	7.07	85.00	8.32%
40170 · Supplemental Secured Tax	3,494.34	7,700.00	45.38%
40180 · Supplemental Unsecured Tax	85.32	200.00	42.66%
40280 · Supplemental Prior Unsecured	21.86	20.00	109.3%
40310 · Special Assessments	161,946.52	155,897.00	103.88%
Total 40000 · Revenue	329,656.63	327,967.00	100.52%
43000 · Inter-Governmental			
43000.3 · AFG FEMA GRANT 2024	87,332.48		
43010 · Interest-General Fund	55,277.33	18,350.00	301.24%
44190 · Homeowner Exemption	988.70	500.00	197.74%
44960 · Prop 172 Public Safety	36,669.41	54,500.00	67.28%
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	198,267.92	91,350.00	217.04%
46100 · Miscellaneous Revenue			
46110 · Strike Team			
46110.1 · Strike Team Personnel	1,133,550.63	897,616.00	126.29%
46110.2 · Strike Team Admin	307,102.54	243,636.00	126.05%
46110.3 · Strike Team Personal Vhcl Miles	785.35	313.00	250.91%
46110.4 · Strike Team Meals/Lodging	10,204.57	6,226.00	163.9%
46110.5 · Strike Team Engine	351,945.07	222,698.00	158.04%
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	1,808,833.16	1,379,191.00	131.15%
46180 · Donations	8,726.18	8,000.00	109.08%
46190 · Refund Misc	230.54	0.00	100.0%
46210 · Station 1 Rental	505.00	500.00	101.0%
46270 · Refunds US Bank	361.31	0.00	100.0%
Total 46100 · Miscellaneous Revenue	1,818,656.19	1,387,691.00	131.06%
47000 · Other Income			
47000.1 · Mitigation Fees	5,134.77	3,000.00	171.16%
47000.2 · Mitigation Interest	749.33	300.00	249.78%
47000.3 · Measure Q Interest	6,668.47	1,600.00	416.78%
47000.4 · Recovery/Fine	200.00		
Total 47000 · Other Income	12,752.57	4,900.00	260.26%
Total Income	2,359,333.31	2,015,908.00	117.04%
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	2,359,333.31	2,015,908.00	117.04%
Expense			
55000 · Grant Expenses			
55000.2 · FEMA AFG Grant 2024	91,928.93		
55000.3 · Forest Reserve Grant 2024	15,145.11		
Total 55000 · Grant Expenses	107,074.04		

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

	Jul '24 - Jun 25	Budget	% of Budget
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	86,299.24	91,927.00	93.88%
61120 · Stipend to Chief	18,112.15	22,800.00	79.44%
61140 · Clerical Admin Staff Wages			
61140.1 · Measure Q Administration	0.00	5,643.00	0.0%
61140 · Clerical Admin Staff Wages - Other	43,392.81	44,500.00	97.51%
Total 61140 · Clerical Admin Staff Wages	43,392.81	50,143.00	86.54%
61300 · Firefighters Stipend/Paid Call			
61300.1 · GF Paid Call	20,077.87	20,000.00	100.39%
61300.2 · Measure Q Rank	30,540.00	33,550.00	91.03%
61300 · Firefighters Stipend/Paid Call - Other	0.00		
Total 61300 · Firefighters Stipend/Paid Call	50,617.87	53,550.00	94.53%
61330 · Firefighter Physicals	1,006.23	500.00	201.25%
61340 · Outside Instructor			
61341 · Training Materials	0.00	3,000.00	0.0%
61342 · Classes &Licensing	2,470.47	8,000.00	30.88%
61340 · Outside Instructor - Other	1,650.00	5,500.00	30.0%
Total 61340 · Outside Instructor	4,120.47	16,500.00	24.97%
61350 · Strike Team Pmts			
61350.1 · Strike Team Regular Pay	265,407.05	169,373.00	156.7%
61350.2 · Strike Team Pmts. OT	679,135.30	449,350.00	151.14%
61350.5 · Strike Team Employee Mileage	1,728.11	2,474.00	69.85%
61350.6 · Strike Team Fuel	365.22	445.00	82.07%
61350.8 · Strike Team Lodging/Meals	14,367.48	15,669.00	91.69%
Total 61350 · Strike Team Pmts	961,003.16	637,311.00	150.79%
61400 · Insurance (Personnel)			
61410 · Workers Compensation	0.00	20,000.00	0.0%
61420 · Life and Accident Insurance	22,797.60	2,300.00	991.2%
Total 61400 · Insurance (Personnel)	22,797.60	22,300.00	102.23%
61450.1 · Strike Team On Site Pay	14,452.82	8,000.00	180.66%
61450.2 · Strike Team Off Site Pay	5,736.00	2,200.00	260.73%
62200 · FF Uniform/Clothing	6,422.11	100.00	6,422.11%
62225 · PPE-Personnel Protective Equip			
62225.9 · PPE-Personnel Protective Equip	499.04		
62225 · PPE-Personnel Protective Equip - Other	4,760.85	0.00	100.0%
Total 62225 · PPE-Personnel Protective Equip	5,259.89	0.00	100.0%
62300 · Dispatch Fees / Co-op Agreement	13,708.29	15,000.00	91.39%
62350 · Fire Fighting Expenses			
62350.1 · Fleet Repair & Maint	41,163.12	45,000.00	91.47%
62350.2 · Fire Fighter Fighting Supplies	6,090.71	10,600.00	57.46%
62350.3 · New Firefighting Equip	2,414.22	500.00	482.84%
62350 · Fire Fighting Expenses - Other	2,767.78	5,000.00	55.36%
Total 62350 · Fire Fighting Expenses	52,435.83	61,100.00	85.82%
62351 · Structure Maint	353.63	1,000.00	35.36%
62352 · Non FireFight Equp Maint Repair	3,304.36	1,000.00	330.44%
62375 · Equipment - Non-Fire Fighting	9,328.43	1,000.00	932.84%
62400 · Communicating Equip			
62400.2 · Radios/Pagers/Phones (New)	2,100.00		
62400.3 · Repair Radios/Pagers/Telephone	8,801.98	1,500.00	586.8%
62400 · Communicating Equip - Other	0.00	0.00	0.0%
Total 62400 · Communicating Equip	10,901.98	1,500.00	726.8%
62500 · Subscriptions	4,590.66	3,500.00	131.16%
62502 · Legal Public Notice	259.26	500.00	51.85%

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

	Jul '24 - Jun 25	Budget	% of Budget
62510 · Public Relation - Fire Prevent			
62510.1 · CPR/Public First Aid Classes	10.00	3,000.00	0.33%
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	216.53	6,400.00	3.38%
62550 · Food Supplies	106.82	500.00	21.36%
62600 · Fuel	15,571.06	15,000.00	103.81%
62700 · Cleaning Supplies	1,109.95	1,000.00	111.0%
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	2,470.35	500.00	494.07%
62850 · Medical Supplies	4,231.72	5,000.00	84.63%
62910 · Office Equipment Maintenance	1,411.50		
62911 · Office Machine Maintenance			
62915 · Copier Maintenance	1,269.49	1,700.00	74.68%
Total 62911 · Office Machine Maintenance	1,269.49	1,700.00	74.68%
63000 · Nevada County Services	5,322.86	6,000.00	88.71%
63710 · Ground Maintenance	0.00	0.00	0.0%
64900 · Office Supplies	2,048.33	3,500.00	58.52%
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	2,048.25	1,800.00	113.79%
66702 · Audit	11,875.00	7,300.00	162.67%
66703 · Legal	1,530.00	1,000.00	153.0%
66704 · Background Checks / Fingerprint	955.76	500.00	191.15%
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	22,822.44	17,100.00	133.47%
68600 · Utilities			
68601 · Telephone Service	4,233.95	3,000.00	141.13%
68602 · Propane	3,340.48	4,000.00	83.51%
68603 · Electric	2,981.68	3,000.00	99.39%
68604 · Sewer Station 1	1,308.20	1,200.00	109.02%
68606 · Satellite TV	1,287.92	1,000.00	128.79%
68607 · Internet & Web Page	1,128.02	700.00	161.15%
68609 · Broadband	5,566.15	6,000.00	92.77%
68610 · Tablets	1,258.25	800.00	157.28%
Total 68600 · Utilities	21,104.65	19,700.00	107.13%
Total Expense	1,623,131.52	1,402,038.00	115.77%
Net Ordinary Income	736,201.79	613,870.00	119.93%
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	**736,171.95**	**613,870.00**	**119.92%**

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Authorized Signer Addition

NEVADA COUNTY AUDITOR CONTROLLER'S OFFICE

Please provide the Nevada County Auditor-Controller's office with the following information:

District:	North San Juan Fire Protection District
Location:	North San Juan, CA
Mailing Address:	P.O. Box 299
	North San Juan, CA 95960
Telephone #:	530-292-9159
Main Email Address:	info911@nsjfire.org

District Board Members

NAME & TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS
Samantha Hinrichs	P.O. Box 787	(530) 362-8082
Chair	North San Juan, CA 95960	samhinrichs@nsjfire.org
Bruce Boyd	17984 Tyler Foote	(530) 265-5280
Vice-Chair	North San Juan, CA 95960	bruceboyd@nsjfire.org
Rhea Williamson	PO Box 455	(530) 292-4205
Treasurer	North San Juan, CA 95960	rheawilliamson@nsjfire.org
Pam Morey	18909 Oak Tree Rd.	(530) 913-7308
Director	North San Juan, CA 95960	pammorey@nsjfire.org
Tim Tschantz	14618 Tyler Foote Rd.	(530) 478-7744
Director	Nevada City, CA 95959	timtschantz@nsjfire,org

Signatures of persons authorized to request payments: Signer Added July 22, 2025

NAME & TITLE	ADDRESS	PHONE NUMBER & EMAIL ADDRESS
Mike Stewart	PO Box 25	(530) 362-2267
	Washington, CA 95986	chief61@nsjfire.org
Signature		
Samantha Hinrichs, Chair	P.O. Box 787	(530) 362-8082
	North San Juan, CA 95960	samhinrichs@nsjfire.org
Signature		
Rhea Williamson, Treasurer	PO Box 455	(530) 292-4205
	North San Juan, CA 95960	patleach@nsjfire.org
Signature		

The above information is correct and has been approved by the District Board meeting on July 22, 2025.

Chair *Date*

A minimum of two authorized signatures are required on all payment requests.
At least one signature shall be a Board/Commission Member.
The District Board must approve all claims for payment prior to submittal.
Additional documentation as may be required by law or restrictions placed by this office.

When changes occur within your District/Commission, please submit an updated form. The above authorization automatically expires on **January 31** of each year and must be replaced by a new authorization before January 31, to ensure continual processing of payment requests.