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, October 28, 2025
Final Adopted November 25, 2025

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice-Chair; Tim Tschantz; Pam Morey

ABSENT: Rhea Williamson, Treasurer

STAFF PRESENT: Chief Mike Stewart; Deputy Chief Tom Browning; Lynn McGarva, Finance and Facilities Manager; Heidi Ryan, Board Secretary

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 October 28, 2025, REGULAR BOARD MEETING AGENDA**
   Tom Browning asked to remove item 7.B. Tim Tschantz asked to remove item 6.F. Heidi Ryan asked to remove items 8.A and 8.C. Samantha Hinrichs asked to remove item8.B. Sambhava Burke asked the Board to hear item 6.D earlier in the meeting.

   Samantha Hinrichs moved to approve the agenda for October 28, 2025, as amended, Pam Morey seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of September 23, 2025**
      Board Secretary, Heidi Ryan, noted that the hard copy of the board packet incorrectly included the July 2025 minutes. The Board will hear September 23, 2025 Draft Minutes at the November Board meeting.

5. **ANNOUNCEMENTS:**
   Bruce Boyd announced that the Firefighters Appreciation Dinner was a great success. Tom Browning added that two new awards were presented this year; the Ed Beckenbach Rookie of the Year award, the Gold Plunger, and the Ah-Shucks award.

   Bruce Boyd also announced that Boyd Johnson is featured in the documentary on the tapestry titled, A Radical Thread.

6. REPORTS

A. Board Chair Report – Bruce Boyd

i. Correspondence

One Correspondence from Boyd Johnson that staff are working to fulfill.

ii. Board Chair Appointment

Bruce Boyd would like to step down as Chair after serving almost three years.

Tim Tschantz moved to Nominate Samantha Hinrichs as Chair, Samantha Hinrichs moved to Nominate Bruce Boyd as Vice-Chair, Pam Morey seconded, Motion carried 4-0-0-1.

iii. Staff Meeting Schedule

Heidi Ryan shared that staff meetings are typically held on the second Wednesday of the month. However, with Heidi Ryan, Chief Stewart, and Samantha Hinrichs current work schedules, Wednesdays are no longer feasible. After much discussion, the group decided to meet on Monday, November 10th at 5:00 PM.

B. Chief's Report –Mike Stewart

i. **September 2025 Statistics:**

Mike Stewart provided a summary of the September 2025, Statistics.

ii. **Current Department Activity:**

- Working on obtaining estimates for repairs at Firehouse 1.
- Chief Stewart ordered supplies to hang a flag at firehouse 1. PG&E will straighten the pole and assist with installing the halyard.

C. Treasurer's Report – Presented by Lynn McGarva

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

Heidi Ryan asked Lynn to clarify a question that came up when hearing the Final Budget 2025-26 at the September Board meeting. The Net Income in the Final Budget was $5,000 more than was presented at the previous Finance Committee meeting. Deputy Chief Tom Browning shared that the issue stemmed from Lynn misreading Tom's handwriting; a revenue item that should have been $14,000 was entered as $19,000. Since the Budget is a working document, this can be corrected when the Board considers budget adjustments at future meetings.

Lynn McGarva presented the financial reports for September 2025.

Bruce Boyd moved to approve the financial reports for September 2025, Tim Tschantz seconded, motion carried 4-0-0-1.

D. Firefighters Association Report – Sambhava Burke

This item was heard before the Board Chair Report.

Sambhava shared that the Open House on October 11th was not well attended. The Spaghetti Dinner Fundraiser had roughly 60 patrons and was a fun event which raised about $2,000. The Firefighter Appreciation Dinner was a wonderful event.

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

Samantha Hinrichs announced that there will be a meeting on November 3rd at 7:00 PM at the North Columbia Schoolhouse Cultural Center for the proposed fire timber plan that is being run on BLM land along Jackass Flats Road. This proposed fire timber plan will border the Nevada City Fuel Break.

F. NCFA Report – Tim Tschantz

Removed from Agenda.

G. Auxiliary Report – Sasha St. John

Tom Browning shared some of the highlights from the Firefighters Appreciation Dinner.

7. OLD BUSINESS

A. Hydrant Committee Update – Chief Browning

Tom Browning shared that the County believes the project could break ground in 2026.

B. Electric Vehicle Charging Station at Station 1- Tom Browning

Removed from Agenda.

C. Capital Improvement- Bruce Boyd

Bruce Boyd shared that he is working on the construction documents for the addition at firehouse 3, they should be done in mid-November. Those will be shared with the building department then the Board will decide if and when to put the project out to bid. Bruce Boyd and the engineer are doing this work pro-bono.

Bruce Boyd would also like to complete a preliminary design for a rebuild of firehouse 1.

D. Approval of Contract to Install Red Light and Radio Package into Patrol 61- Tom Browning

Tom Browning presented two quotes to the Board: McSweeney Upfitters Inc for $12,399.01, and Cop Shop Installations for $11,912.80. Chief Stewart and Deputy Chief Browning recommend the Board move forward by awarding the bid to Cop Shop Installations.

Bruce Boyd moved to award the bid to Cop Shop Installations for $11,912.80 to install the red light and radio package onto Patrol 61, Pam Morey seconded, motion passed by the following roll call vote:

Bruce Boyd	Aye
Rhea Williamson	Absent
Tim Tschantz	Aye
Pam Morey	Aye
Samantha Hinrichs	Aye

Ayes: 4 Noes: 0 Abstain: 0 Absent: 1

8. **NEW BUSINESS**
   A. **First Reading- Update Policy Manual – Mike Stewart**
      Removed from Agenda
   B. **Title 25 – Samantha Hinrichs**
      Removed From Agenda
   C. **Facebook Monetization Discussion- Amy Rodriguez**
      Removed from Agenda

9. **NEXT MEETING:** November 25, 2025, at 6:00 PM
10. **10. ADJOURNMENT:** Meeting adjourned at 6:55PM

Heidi Ryan
Heidi Ryan, Board Secretary