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, March 25, 2025
Final – Adopted April 22, 2025

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

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

ABSENT: Pamela Morey

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

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

3. **PUBLIC COMMENT:**

Boyd Johnson noted that the mission statement on the website is outdated or incorrect.

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

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

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

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

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

Director Hinrichs seconded the motion.
Motion passed.

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

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

5. **ANNOUNCEMENTS:**

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

6. REPORTS

A. Board Chair Report – Bruce Boyd

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

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

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

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

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

i. Correspondence

No Correspondance

B. Chief's Report –Tom Browning

i. January 2025 Statistics

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

ii. Current Department Activity:

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

C. Treasurer's Report – Rhea Williamson

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

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

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

Roll Call Vote:

Rhea Williamson – AYE

Sam Hinrichs – AYE

Bruce Boyd – AYE

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

D. Firefighters Association Report – Sambhava Burke

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

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

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

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

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

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

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

F. NCFA Report – Tim Tschantz

No Report

G. Auxiliary Report – Sasha St. John

No Report

7. OLD BUSINESS

A. Rental Agreement:

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

Director Hinrichs proposed adding the word “district” to clarify the sentence to read: “No district tables or chairs…”

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

B. Hydrant Committee Update – Chief Browning:

Discussion ongoing. No formal updates at this time.

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

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

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

8. NEW BUSINESS

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

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

Motion:

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

Director Tschantz seconded.

Roll Call Vote:

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

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

B. Interim Fire Chief Contract:

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

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

C. Board Goals:

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

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

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

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

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

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

Amy Rodriguez
Amy Rodriguez, Board Secretary

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