NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, July 22, 2025
Final Adopted September 23, 2025

PRESENT: Bruce Boyd, Chair; Samantha Hinrichs, Vice Chair; Rhea Williamson, Treasurer; Tim Tschantz; Pam Morey

ABSENT: None

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

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 JULY 22, 2025, REGULAR BOARD MEETING AGENDA**
   Bruce Boyd asked to remove items 7.A and 7.B, Tim Tschantz asked to remove item 6.F, Samantha Hinrichs asked to remove item 6.B.

   Rhea Williamson moved to approve the agenda for July 22, 2025, as amended, Pam Morey seconded, motion passed 5-0-0-0.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of June 24, 2025**
      Rhea Williamson asked for the title of 6.C to be changed from Lynn McGarva to Rhea Williamson.

      Pam Morey moved to adopt the minutes of June 24, 2025 as amended, Rhea Williamson seconded, motion passed 5-0-0-0.

5. **ANNOUNCEMENTS:**
   Tim Tschantz has been working on the pond and will let the area dry out before he continues with the next step.

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

Bruce Boyd reminded the group that he will be stepping down as Chair and has asked Samantha Hinrichs to take over as Chair. Deputy Chief Tom Browning made a Point of Order that the positions cannot be re-named without first being agendized. Bruce said we can address this again at the September meeting.

i. Correspondence

None.

B. Chief's Report –Mike Stewart

i. **June 2025 Statistics:**

Chief Mike Stewart provided a summary of the June, 2025, Statistics.

ii. **Current Department Activity:**

- E6168 is currently assigned to a Nevada County Strike Team on the Green Fire, as well as a single resource Fireline EMT.
- There is a significant weather system coming in, State OES is looking to pre-position resources. More details to follow.

Bruce Boyd asked about the attendance at training nights. Tom Browning responded that attendance at training has been outnumbering the training room, specifically on Medical Training nights.

Rhea Williamson asked why the there are so many calls with no total listed in the "total firefighters" column. Heidi Ryan responded that she depends on firefighters to fill that box and believes some firefighters need to be reminded to complete that box.

Rhea Williamson also pointed out the total in one of the pie charts does not add up to 100%. These numbers are auto filled when the chart is created not manually input.

Tom Browning provided a brief overview of how fuel moisture of vegetation affects the intensity of vegetation fires.

Tom Browning updated the Board on the Status of Water Tender 6191. 6191 is repaired, repairs were an additional $13,000, we are coordinating between our insurance adjustor and the body shop to get the tender released to us. The new Water Tender, 6192, is on board and will not be sent out of the District until we get 6191 back.

Mike Stewart shared that all four fire stations are getting new signs. Grass Valley Sign donated one of the four signs.

C. Treasurer's Report – Presented by Rhea Williamson

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

Treasurer Rhea Williamson presented the financial reports for June, 2025.

Samantha Hinrichs asked the Board if the County of Nevada will be bringing back Title 25 and how that could impact our mitigation fees. Bruce Boyd recommended this be agendized at a future meeting for further discussion.
Rhea Williamson moved to approve the financial reports for June, 2025, Samantha Hinrichs seconded, motion passed 5-0-0-0.

ii. FY 2024-25 Year to date Budget vs. Actual
Rhea Williamson provided a summary of the FY 2024-25 Year to date Budget vs. Actual report.

This is a quarterly report, no action needed.

iii. Authorization Signer Addition, Fire Chief Mike Stewart
This document is needed to add Chief Mike Stewart as an Authorized Signer for the County of Nevada.

Rhea Williamson moved to authorize Fire Chief Mike Stewart as an Authorized Signer, Pam Morey seconded, motion passed 5-0-0-0.

D. Firefighters Association Report – Sambhava Burke
The next Assocication meeting is July 25th. The primary focus of the meeting will be community outreach.

Mother Truckers and the gas station have a firefighter helmet collecting donations. Some of this money will be given to firefighter weekend shifts to cover food while at the station.

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

F. NCFA Report – Tim Tschantz
Removed from Agenda.

G. Auxiliary Report – Sasha St. John
Not Present.

7. OLD BUSINESS

A. Hydrant Committee Update – Chief Browning
Removed from Agenda.

B. Electric Vehicle Charging Station at Station 1
Removed from Agenda.

C. Capital Improvement
Bruce Boyd provided an update on the research he has done on the addition to Station 3. More details to come.

Tim Tschantz estimates the pond renewal will cost $2,000, which is within discretionary spending limits. Tim will send items for the pond renewal to Heidi Ryan to purchase.

8. **NEW BUSINESS**
   A. **Organization Manual Update – Mike Stewart**
   Mike Stewart has asked to establish an Ad Hoc Committee to assist with the update the Organization Manual. Samantha Hinrichs and Bruce Boyd agreed to join the committee. Heidi Ryan will print hard copies of the Organization Manual for each committee member.

9. **NEXT MEETING:** September 23, 2025, at 6:00 PM
10. 10. **ADJOURNMENT:** Meeting adjourned at 7:00 PM

Heidi Ryan
Heidi Ryan, Board Secretary