# NORTH SAN JUAN FIRE PROTECTION DISTRICT

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**BOARD OF DIRECTORS**
**REGULAR MEETING**
**Tuesday, September 23, 2025**
**Final Adopted November 25, 2025**

**PRESENT:** Bruce Boyd, Chair; Rhea Williamson, Treasurer; Tim Tschantz

**ABSENT:** Samantha Hinrichs, Vice Chair; Pam Morey

**STAFF PRESENT:** Chief Mike Stewart; Deputy Chief Tom Browning; 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 September 23, 2025, REGULAR BOARD MEETING AGENDA**
   Tom Browning asked to remove items 7.A and 7.B. Tim Tschantz asked to remove item 6.F. Heidi Ryan asked to remove item 8.B as Samantha Hinrichs is absent. Bruce Boyd asked to remove item 6.A.ii as Samantha Hinrichs is absent.

   Rhea Williamson moved to approve the agenda for September 23, 2025, as amended, Tim Tschantz seconded, motion carried 3-0-0-2.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of July 22, 2025**
      Rhea Williamson moved to adopt the minutes of July 22, 2025 as amended, Tim Tschantz seconded, motion passed 3-0-0-2.

5. **ANNOUNCEMENTS:**
   None.

6. **REPORTS**
   A. **Board Chair Report – Bruce Boyd**
      Bruce Boyd commented on the recent passing of former Board Member Pat Leach. Pat Leach was an incredible Board Member and pilar of the community. Rhea Williamson added that Pat was such an encouraging, lovely woman. Heidi Ryan asked to have an item dedicated to her on our next meeting agenda.

**i. Correspondence**
None.

**ii. Board Chair Appointment**
*Removed from Agenda*

**B. Chief's Report –Mike Stewart**

i. **July and August Statistics:**
Chief Mike Stewart introduced new firefighter, Nathan Leach.

Mike Stewart provided a summary of the July and August, 2025, Statistics.

Rhea Williamson made notice of the decrease of one person call responses.

ii. **Current Department Activity:**

- The District received two pieces of positive feedback on our firefighters; a performance evaluation on Andy Guetebier on an out of county assignment, and a thank you note from a resident.
- Chief Stewart met with members of the County about increasing funding to fire protection districts.

Tim Tschantz asked about recruitment. Heidi Ryan shared that our roster is up to 31 and we have two individuals currently in the onboarding process. Tom Browning added that every shift except Wednesday day has at least two firefighters on duty.

**C. Treasurer's Report – Presented by Rhea Williamson**

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

Rhea Williamson moved to approve the financial reports for July and August, 2025, Tim Tschantz seconded, motion carried 3-0-0-2.

**ii. FY 2025-26 Final Budget**
Rhea Williamson provided a summary of the FY 2025-26 Final Budget, discussing items that have been significantly changed from the FY 2025-26 Preliminary Budget.

Rhea noted that when the Finance Committee met to draft the Final Budget, the net income was $862, but in the provided document, the net income is $5,862. This change will need to be discussed with Lynn McGarva upon her return.

Rhea Williamson moved to adopt the FY 2025-26 Final Budget as presented, Tim Tschantz seconded, motion carried by the following roll call vote:

| | |
|---|---|
| Rhea Williamson: | Aye |
| Tim Tschantz: | Aye |
| Bruce Boyd: | Aye |

| | | | |
|---|---|---|---|
| Samantha Hinrichs | Absent | | |
| Pam Morey | Absent | | |
| Ayes: 3 | Noes: 0 | Abstain:0 | Absent: 2 |

**D. Firefighters Association Report – Sambhava Burke**
Tom Browning shared that the Association is planning the Spaghetti Dinner on October 18th and an open house on the 11th.

**E. Fire Safe Council /FireWise Coalition/Ridge FireWise Communities Report – Sam Hinrichs**
*Samantha Hinrichs was absent, no report.*

**F. NCFA Report – Tim Tschantz**
*Removed from Agenda.*

**G. Auxiliary Report – Sasha St. John**
Tom Browning shared that the Auxiliary is planning the Firefighter Appreciation Dinner on October 24th.

**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 shared that the engineer has completed his work and the drawings are being completed on the bay expansion at Station 3. The next step will be to prepare the plans, obtain a permit, then bring the project to public bid.

Tim Tschantz dug out the memorial pond and found electrical conduit under the pond. A discussion ensued on how to address the issue and ultimately the Board decided to divert the water, fill the pond in, and create a memorial picnic area. Tim Tschantz will determine how much fill dirt will be needed and the $2,000 allocated to the pond can be used to purchase a pergola.

Tom Browning provided an update on the new base station radio project at Station 3, which was purchased by the Auxiliary.

**8. NEW BUSINESS**

**A. Amador Contract Discussion – Mike Stewart**
Chief Stewart met with Deputy Unit Chief Jim Hudson and Division Chief Landon Haack to discuss establishing an Amador Contract to keep Station 42 open year-round. Today, it would cost the District $130,000 to fund this contract. Because CAL FIRE is going through staffing changes, this contract will eventually cost the District $30,000. The

benefits of this contract would ensure Station 42 stays open year-round, and Station 42 would become a “must-cover” station. The consensus was to wait until the cost goes down to continue the discussion.

**B. Title 25 – Samantha Hinrichs**
*Removed From Agenda*

**C. Approval of Contract to Install Red Light and Radio Package into Patrol 61- Tom Browning**
Tom Browning presented a quote from McSweeney Upfitters Inc to outfit Patrol 61 with a water tank, red light and radio package. The Board did not want to take action on this item until they have at least one other quote.

**9. NEXT MEETING:** October 28, 2025, at 6:00 PM

**10. 10. ADJOURNMENT:** Meeting adjourned at 7:20 PM

*Heidi Ryan*
Heidi Ryan, Board Secretary