NORTH SAN JUAN FIRE PROTECTION DISTRICT

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BOARD OF DIRECTORS
REGULAR MEETING
Tuesday, November 25, 2025
Final Adopted January 27, 2026

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

ABSENT: Rhea Williamson, Treasurer

STAFF PRESENT: Chief Mike Stewart; Heidi Ryan, Board Secretary

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

2. **APPROVAL OF November 25, 2025, REGULAR BOARD MEETING AGENDA**
   Heidi Ryan asked to remove items 7.B, Tim Tschantz asked to remove item 6.D.

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

3. **PUBLIC COMMENT:**
   Liz Walsh announced that she will be resigning from the Finance Committee and will not continue to attend meetings. She thanked the Board for their service.

4. **MINUTES:**
   A. **Draft Minutes of September 23, 2025**
   B. **Draft Minutes of October 28, 2025**
      Bruce Boyd moved to adopt the September 23rd and October 28th draft minutes as presented, Pam Morey seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Bruce Boyd announced that a resolution has been prepared for Pat Leach to be read at the January meeting. Bruce would like recommendations of individuals to invite to the meeting. Bruce will communicate with Pat's family.

6. **REPORTS**
   A. **Board Chair Report – Samantha Hinrichs**
      i. **Correspondence**
      None

B. Chief's Report – Fire Chief Mike Stewart

i. **October 2025 Statistics:**
Mike Stewart provided a summary of the October 2025, Statistics.

ii. **Current Department Activity:**

- Training is going well.
- Flagpole at Firehouse 1 has been correctly rehung complete with a solar powered light.
- 6130 and 6132 are getting new tires purchased through a state contract.
- Chief Stewart attended the Wildland Firefighters Thanksgiving at the Golden Era.
- Chief Stewart provided a summary of the status of Camptonville Fire.

C. Treasurer's Report – Presented by Bruce Boyd

i. Financials- October, 2025: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card
Bruce Boyd moved to approve the financial reports for October, 2025, Samantha Hinrichs seconded, motion carried 4-0-0-1.

ii. Year to Date Budget vs. Actual, FY 2025-26
This item was not heard.

D. Firefighters Association Report – Sambhava Burke
Removed from the Agenda.

E. NCFA Report – Bruce Boyd
Bruce Shared the following highlights from the NCFA meeting:

- The NCFA employee is retiring at the end of the year, the JPA might get turned over to OES.
- The group discussed the Cherry Hill Tower, which sits on Forest Service land and has experienced vandalism.
- Insurance rates have gone down, local agencies are encouraged to go shopping.

F. Auxiliary Report – Sasha St. John
This item was not heard.

7. OLD BUSINESS

A. Hydrant Committee Update – Deputy Chief Tom Browning
Chief Stewart informed the group that Supervisor Hoek confirmed funding is secured for the project.

B. Electric Vehicle Charging Station at Station 1- Deputy Chief Tom Browning
Removed from Agenda.

C. Capital Improvement- Bruce Boyd
Bruce Boyd shared that he is working on the drawings for firehouse 3 and is currently waiting on the truss calcs. Bruce will present the drawings to the Board when they are completed and will submit the plans to the building department when the truss calcs are complete.

Additionally, Bruce Boyd, Chief Mike Stewart, and Deputy Chief Tom Browning have met to discuss repairs at firehouse 1. Tom is currently working to gather quotes for repairs needed from a leak in the roof.

8. NEW BUSINESS

A. First Reading- Update Policy Manual – Fire Chief Mike Stewart

This is the first reading, no action needed. It was noted that the Mission Statement provided in the Policy Manual is different than the Mission Statement that firefighters sign when they join. Staff will discuss this at the next staff meeting to ensure we are using the same Mission Statement on all platforms.

Additionally, Bruce Boyd asked to have a fee schedule formally set for records request printing.

B. Warrant Signing Authorization Discussion – Fire Chief Mike Stewart

Nevada County confirmed that warrants can be signed by two authorized signers. Since both our Fire Chief and Deputy Chief are authorized signers, they could authorize warrants without a Board member participating. The Board ultimately decided to continue this discussion at the January meeting when both Lynn McGarva (Finance Manager) and Rhea Williamson (Treasurer) are present.

C. Patrol 61 Skid Unit- Fire Chief Mike Stewart

Chief Mike Stewart sent the specifications for the skid unit to 8 vendors to bid on. Five vendors did not respond, LN Curtis was unable to meet the specs, Wildfire Truck chose not to bid. Cascade Fire was the only vendor to provide a bid; $31,442.67. Chief Stewart recommends the Board award the bid to Cascade Fire.

Boyd Johnson asked why Darley was not contacted for a bid. Chief Stewart responded that Darley is in Chicago and the shipping costs would be steep.

Bruce Boyd moved to award the bid for the Skid Unit on Patrol Unit to Cascade Fire for $31,442.67, Tim Tschantz seconded, motion carried 4-0-0-1.

9. NEXT MEETING: January 27, 2026, at 6:00 PM

10. 10. ADJOURNMENT: Meeting adjourned at 7:17 PM

Heidi Ryan

Heidi Ryan, Board Secretary