# NORTH SAN JUAN FIRE PROTECTION DISTRICT

13200 Tyler Foote Crossing Rd., Nevada City, California
Phone (530) 292-9159 ♦ Fax (530) 292-1417 ♦ info911@nsjfire.org ♦ www.nsjfire.org

## BOARD OF DIRECTORS – REGULAR MEETING
## Tuesday, February 24, 2026, 6:00 PM
## AGENDA

1. **6:00 PM - CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

*Action* 2. **6:01 PM or as soon thereafter as possible - APPROVAL OF FEBRUARY 24, 2026 REGULAR BOARD MEETING AGENDA**

3. **PUBLIC COMMENT ON MATTERS NOT ON AGENDA** *In accordance with the Brown Act, members of the public may address the Board on any item within its subject matter jurisdiction. At regular meetings, public comment may include items not listed on the agenda; however, no action may be taken on those items. A minimum of 15 minutes will be provided for public comment, with individual speakers limited to 3 minutes, depending on the number of requests. At special meetings, public comment is limited to items listed on the agenda. Each speaker will have one opportunity to speak, in the order requests are received.*

4. **MINUTES**

*Action* **A.** Minutes of January 27, 2026 Regular Board Meeting 🕮

5. **ANNOUNCEMENTS.** *As per the Brown Act, a Board member may make a brief announcement or report on his or her own activities. Board members may also provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

6. **REPORTS**
   - **A.** Board Chair Report – Samantha Hinrichs
     - **i.** Correspondence
     - **ii.** California Special District Association Training 🕮
   - **B.** Chief's Report – Chief Mike Stewart
     - **i.** January 2026 Statistics 🕮
     - **ii.** Current Department Activity
     - **iii.** 2026 Goals🕮
   - **C.** Treasurer's Report – Rhea Williamson

*Action* **i.** Financials- January 2026: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮

*Action* **ii.** Proposed Amended Budget FY 2025-26

   - **D.** Firefighter Association Report – Sambhava Burke
   - **E.** NCFA Report – Bruce Boyd
   - **F.** Auxiliary Report – Sasha St. John

7. **OLD BUSINESS**
   - **A.** Hydrant Committee Update – Deputy Chief Tom Browning
   - **B.** Capital Improvement – Bruce Boyd

8. **NEW BUSINESS**
   - **A.** NSJFPD Tapestry Project Poster- Lynn McGarva
   - **B.** Water Storage Site Selection Discussion – Rhea Williamson
   - **C.** First Reading- Section 2302.1 Authorized Signatories and Section 2102.4 Drug-Free Workplace – Fire Chief Mike Stewart 🕮

*Action* **D.** Resolution 2026-02 – Appreciation to Sharon Beckenbach – Samantha Hinrichs🕮

*Action* **E.** Resolution 2026-03 - Appreciation to Liz Walsh – Samantha Hinrichs🕮

*Action* **F.** Resolution 2026-04- Appreciation to Fire Auxiliary – Samantha Hinrichs🕮

*Action* **G.** Resolution 2026-05- Petty Cash Fund – Heidi Ryan🕮

   - **H.** Board Goals 2026- Samantha Hinrichs

*Action* **I.** Purchase of New Turnouts – Tom Browning

*Action* **J.** SCI- Consulting Group Contract – Samantha Hinrichs 🕮

9. **NEXT MEETING: March 24, 2026 at 6:00 PM**
10. **ADJOURNMENT**

Agenda posted 72 hours prior to the meeting at: Fire Stations 1 and 3, Mother Trucker's, Sierra Energy, NSJ Post Office. Current meeting minutes posted on NSJFPD website (www.nsjfire.org). In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 292-9159. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

**4.A**

Draft Minutes
January 27, 2026

# 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, January 27, 2026**
**Draft**

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

**ABSENT:** Pam Morey

**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 Samantha Hinrichs. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.

2. **APPROVAL OF January 27, 2026, REGULAR BOARD MEETING AGENDA**
   Samantha Hinrichs announced she will be hearing item 8.A after approval of the agenda. Deputy Chief Tom Browning asked to remove item 7.A.

   Rhea Williamson moved to approve the agenda for January 27, 2026, as amended, Bruce Boyd seconded, motion carried 4-0-0-1.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of November 25, 2025**
      Bruce Boyd moved to adopt the November 25th draft minutes as presented, Tim Tschantz seconded, motion carried 4-0-0-1.

5. **ANNOUNCEMENTS:**
   Rhea Williamson asked to have an item added to the February agenda to discuss a potential future site of a District owned water storage site.

6. **REPORTS**
   A. **Board Chair Report – Samantha Hinrichs**
      Samantha Hinrichs shared that she has been having discussions with community members regarding the perception of the fire department and has received

overwhelmingly positive feedback. Additionally, she will be trying to engage with firefighters on weekend shift to ensure she is aware of their perspective.

i. **Correspondence**

One correspondence from Boyd Johnson regarding the Request for Proposal (RFP) which prompted the Board to award a bid to a vendor for the purchase of a skid unit for Patrol 61 at the November meeting. Bruce Boyd shared that he felt the item was thoroughly discussed and does not see a need to revisit the decision. Rhea Williamson, who was not in attendance of the November meeting, shared that she thought Boyd made excellent points and wishes she would have been involved in the discussion. Rhea added that she greatly appreciates Boyds letters and comments because they do cause the Board to question their decisions and delve deeper into subjects that come up.

**B. Chief's Report – Fire Chief Mike Stewart**

i. **November and December 2025 Statistics:**

Chief Mike Stewart provided a summary of the November and December 2025, Statistics.

Rhea Williamson shared that she is pleased to see the number of NSJFPD personnel response on calls.

ii. **Current Department Activity:**

- Doug Lingen and Chris Rainville have resigned, Allison Rees moved to Reserve.
- Retired CAL FIRE Division Chief Sean Norman has joined NSJFPD as a Battalion Chief in charge of training.
- Camptonville Fire Department is starting to rebuild.
- Three new recruits are in the onboarding process.
- More gear and PPE needed to accommodate our increasing roster.

iii. **Weekend Meal Per Diem**

Chief Mike Stewart recommends the Board consider approving a $50 meal allowance for each weekend shift. This would cost the District $2,600 ($50 per weekend 52 weeks a year) a year and help offset the cost for the weekend crew to feed themselves over their 48-hour shift.

Rhea Williamson moved to approve a $50 weekend meal allowance effective immediately, Bruce Boyd seconded, motion carried 4-0-0-1.

**C. Treasurer's Report – Presented by Bruce Boyd**

i. **Financials- November and December 2025: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card**

Rhea Williamson presented the November and December 2025, financial report.

Rhea Williamson moved to approve the financial reports for November and December 2025, Tim Tschantz seconded, motion carried 4-0-0-1.

ii. **Year to Date Budget vs. Actual, FY 2025-26**

Rhea Williamson presented the Year-to-Date Budget vs. Actual for FY 2025-26. This is not an action item.

**D. Firefighters Association Report – Sambhava Burke**
Deputy Chief Tom Browning shared that the Association meeting scheduled for February 25th will be rescheduled due to sickness.

**E. NCFA Report – Bruce Boyd**
No meeting to report on.

**F. Auxiliary Report – Sasha St. John**
Lynn McGarva shared that the Auxiliary has submitted a reimbursement check to the District for the cost of the firehouse 3 quick call alert system.

**7. OLD BUSINESS**

**A. Hydrant Committee Update – Deputy Chief Tom Browning**
*Removed from Agenda.*

**B. Capital Improvement- Bruce Boyd**
Bruce Boyd presented the site plan for firehouse 3. Bruce is communicating with Nevada City Engineering about paving the parking lot at firehouse 3. Paving will be an additional cost that is not currently included in the addition project that was submitted to the County Building Department. A discussion ensued about paving, parking, and drainage.

Bruce Boyd summarized that to move forward with paving the parking lot, the District will need to pay Nevada City Engineering roughly $3,800. All Board members present were in favor of having the parking lot paved.

**C. Authorized Signers- Lynn McGarva**
Lynn McGarva asked the Board to authorize the Operations and Personnel Manager/District Secretary Heidi Ryan and Finance and Facilities Manager Lynn McGarva to sign New Supplier Forms. This form is required every time the District hires a new firefighter or needs to set up a new company to be paid through the County. Additionally, as Nevada County Auditor's Office has a new system requiring two Authorized Signers to sign every invoice, Lynn is asking the Board to authorize her to be an Authorized Signer to sign invoices and request warrants.

**8. NEW BUSINESS**

**A. Resolution 2026-01- Honoring Pat Leach – Samantha Hinrichs**
*This item was heard after item 2 at 6:02.*
Samantha Hinrichs read Resolution 2026-01 Honoring Pat Leach. Members of Pat's family were in attendance. Sam presented the family the resolution framed.

Board members and staff expressed their condolences and shared how important and impactful Pat was to them and to the District.

Bruce Boyd moved to approve Resolution 2026-01 Honoring Pat Leach, Tim Tschantz seconded, motion passed by the following roll call vote:

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

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

**B. Second Reading- Update Policy Manual – Fire Chief Mike Stewart**

Heidi Ryan shared that there have been minor, grammatical corrections (bullet points, capitalization consistencies, etc.) to the Policy Manual since the first reading. However, according to our Policy Manual, minor grammatical corrections do not prompt additional reading, only significant changes would prompt an additional reading.

Bruce Boyd move to adopt the changes to the Policy Manual as presented, Rhea Williamson seconded, motion carried by the following roll call vote:

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

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

**C. Annual Board Organization- Samantha Hinrichs**

Board Organization decisions were discussed at one time, items were voted in one action following the discussion. Position decisions are shown in bold.

i. Board Chair- **Samantha Hinrichs**
ii. Vice-Chair- **Bruce Boyd**
**iii.** Treasurer- **Rhea Williamson**
iv. Appointment of those Authorized to Sign Warrant Requests 2026- **All Board Members, the Fire Chief, the Deputy Fire Chief, the Finance and Facilities Manager, and the Operations and Personnel Manager (New Supplier Form only).**
v. Appointment of those Authorized to Sign Checks- **This is for the Petty Cash Fund. The Petty Cash Fund is currently operating under a resolution**
vi. Finance Committee Membership- **Rhea Williamson, Pam Morey, the Fire Chief, the Finance and Facilities Manager, and a member of the public (to be determined)**
vii. Personnel Committee Membership- **Tim Tschantz, Samantha Hinrichs, and the Fire Chief**
viii. Selection of Representative and Alternate to Nevada County Fire Agency (NCFA)- **Bruce Board primary, Tim Tschantz secondary**
ix. Selection of Board Member Liaison to Fire Safe Council- **Removed**
x. Selection of Newsletter Editor- Pam Morey
xi. Setting Regular Board Meeting Dates- **Fourth Tuesday of the month at 6:00 PM**

Heidi Ryan provided a summary of the above decisions in bold.

Bruce Boyd moved to adopt the annual Board organizations as summarized by Heidi Ryan, Rhea Williamson seconded, motion carries 4-0-0-1

D. **New Finance Committee Member – Heidi Ryan**
Heidi Ryan noted that with Liz Walsh's resignation from the Finance Committee we are in need of a member of the community to serve as the Public Member Representative. Heidi asked the Board if she should prepare flyers to hang in the community to find candidates. Rhea Williamson suggested asking Jennifer Rain to consider the position. The Board will need to formally appoint any prospective committee member.

9. **NEXT MEETING:** February 24, 2026, at 6:00 PM
10. **10. ADJOURNMENT:** Meeting adjourned at 8:03 PM

*Heidi Ryan*
Heidi Ryan, Board Secretary

# 6.A.i

California Special Districts Training

View Web Version

Join us for a dynamic in-person workshop designed to fulfill SB 827 statutory requirements. This workshop is ideal for board members, general managers, and administrative staff seeking to stay ahead of changes and strengthen their district's governance and financial leadership. Topics include municipal budgeting, financial reporting, capital financing, debt management, and ethical stewardship of public resources.

**Offered in-person at the following locations:**

- Tuesday, February 24 | CSDA Training Center, Sacramento

- Thursday, March 26 | Lake County Fire Protection District, Clearlake
- Monday, May 18 | Pajaro Valley Health Care District, Watsonville
- Tuesday, June 9 | Fresno Irrigation District Training Room, Fresno
- Wednesday, June 24 | Municipal Water District of Orange County, Fountain Valley
- Wednesday, September 9 | San Bernardino Valley Municipal Water District, San Bernardino
- Wednesday, October 14 | Hayward Area Recreation and Park District, Ashland
- Tuesday, October 27 | The McConnell Foundation Lema Ranch, Redding

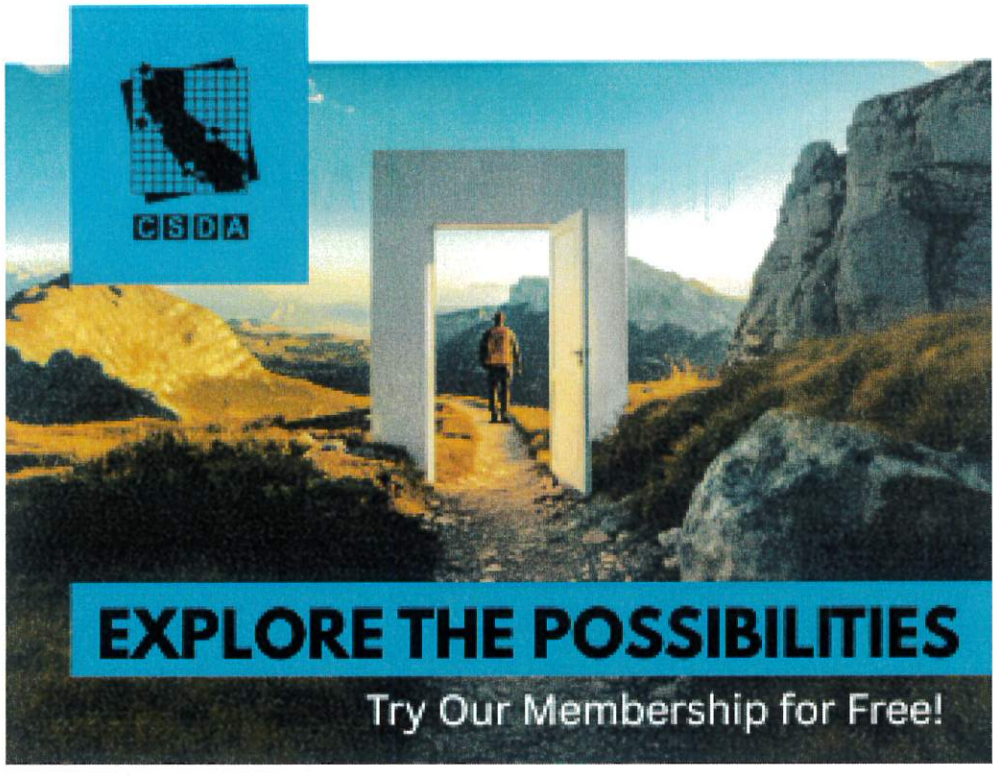
**CSDA Members save 50% on registration fees.**

Register Now

Member Resources | Professional Development | Advocacy | News

## Limited Offer: Attend an SB 827 Workshop at No Cost

In support of special districts statewide, CSDA is offering a limited number of complimentary registrations for our upcoming SB




## Explore CSDA Membership at No Cost

Through June 30, districts can explore a free Trial Membership. Access free live and on-demand webinars, make connections in our Online CSDA Communities, and stay informed with weekly eNews updates and a wealth of resources.

827 workshop series with one available per agency while space remains.

***Current CSDA members not eligible.***

Complete the Form to Request a Spot

## Can't make it to an in person training?

Attend our SB 827 Fiscal & Financial Training Webinar on June 17 to fulfill the new SB 827 training requirements virtually. Topics include municipal budgeting, financial reporting, capital financing, debt management, and ethical stewardship of public resources.

**Webinar: SB 827 Fiscal & Financial Training**

Sign Up Today

June 17, 2026 | 1:00 -3:00pm
$125 non-member price | FREE for CSDA members and CSDA trial members

Register

1112 "I" Street Sacramento, CA 95814 | 877.924.2732 | 916.442.7887

Unsubscribe

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# 6.B.i

January 2026
Statistics

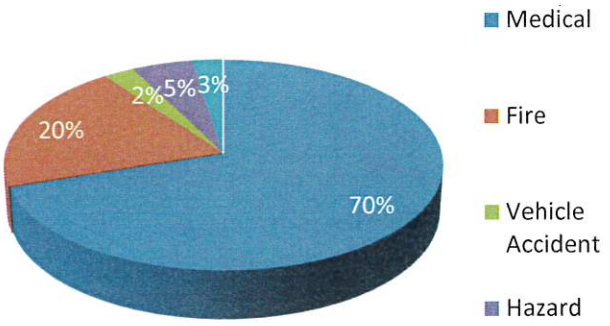
## NSJFPD INCIDENT RESPONSE DETAIL - January 2026

| Date | Type | Location | Mins. | Number of Personnel | Total Responders | Notes | Out of District Responses | Response Time |
|---|---|---|---|---|---|---|---|---|
| 1/1 | Medical Aid | Blind Shady (00029) | 70 | 3 | 5 | Patient Contact | | 12 |
| 1/2 | Medical Aid | Tyler Foote (000173) | 98 | 3 | 7 | SNMH Transport | | 6 |
| 1/4 | Medical Aid | Reader Ranch (000371) | 38 | 4 | 6 | SNMH Transport | | 13 |
| 1/4 | Medical Aid | Senior Center (000372) | 31 | 4 | 6 | SNMH Transport | | 10 |
| 1/4 | Structure Fire | Green Ravine (000414) | 85 | 9 | | Extinguished | | 20 |
| 1/5 | Medical Aid | Tyler Foote (000496) | 34 | 6 | 8 | SNMH Transport | | 0 |
| 1/7 | Medical Aid | Wild Fern (000735) | 69 | 2 | 4 | SNMH Transport | | 12 |
| 1/8 | Medical Aid | Sweetland (000817) | 58 | 2 | 4 | SNMH Transport | | 10 |
| 1/9 | Debris Check | Pathfinder (001001) | 10 | 6 | | False Alarm | | 6 |
| 1/9 | Medical Aid | Old Mill (000921) | 94 | 3 | 4 | Patient Contact | | 10 |
| 1/9 | Medical Aid | Sweetland (000948) | 64 | 2 | 5 | SNMH Transport | | 12 |
| 1/9 | Structure Fire | Pathfinder (000907) | 30 | 2 | | Canceled | | 10 |
| 1/12 | Medical Aid | Sweetland (001212) | 48 | 3 | 5 | SNMH Transport | | 15 |
| 1/12 | Hazard Condition | N. Bloomfield/GV Rd (001230) | 53 | 2 | 7 | Unable to Locate | | 16 |
| 1/12 | Medical Aid | Tyler Foote (001264) | 39 | 2 | 4 | Patient Contact | | 6 |
| 1/12 | Vehicle Fire | Old Camptonville (001315) | 46 | 3 | 9 | Extinguished | * | 23 |
| 1/15 | Medical Aid | Old Mill (001569) | 34 | 3 | 5 | Patient Contact | | 10 |
| 1/16 | Medical Aid | Hwy 49 (001721) | 21 | 5 | 6 | Patient Contact | | 7 |
| 1/18 | Medical Aid | Tyler Foote (001961) | 38 | 3 | 5 | SNMH Transport | | 0 |
| 1/19 | Medical Aid | Pleasant Valley Rd. (002062) | 53 | 3 | 5 | SNMH Transport | | 16 |
| 1/21 | Vehicle Fire | Sky Glenn (002277) | 5 | | | | * | |
| 1/22 | Medical Aid | Sweetland (02332) | 46 | 2 | 4 | Patient Contact | | 14 |
| 1/22 | Medical Aid | Tyler Foote (02355) | 42 | 2 | 4 | Patient Contact | | 9 |
| 1/22 | Medical Aid | Shady Creek (02365) | 34 | 2 | 4 | SNMH Transport | | 7 |
| 1/22 | Hazard Condition | Lake City (02383) | 70 | 2 | | Patient Contact | | 20 |
| 1/23 | Medical Aid | Hwy 49 (02493) | 36 | 2 | 5 | Patient Contact | | 9 |
| 1/24 | Medical Aid | Tyler Foote (02521) | 22 | 4 | 9 | SNMH Transport | | 9 |
| 1/25 | Medical Aid | Hwy 49 (02639) | 30 | 4 | 6 | SNMH Transport | | 8 |
| 1/26 | Fire Menace Stndby | N. Bloomfield/G.ville (02792) | 35 | 2 | 5 | Unable to Locate | | 22 |
| 1/26 | Medical Aid | Cherokee (02807) | 44 | 3 | 5 | SNMH Transport | | 33 |
| 1/27 | Structure Fire | Skaith Bend (02866) | 83 | 1 | | canceled | * | |
| 1/27 | Structure Fire | Maidu Ridge (02892) | 123 | 1 | | Fire out on Arrival | | 14 |
| 1/28 | Medical Aid | Robinson Rd. (02908) | 43 | 2 | | SNMH Transport | | 20 |
| 1/28 | Medical Aid | Hyatt Rd. (02918) | 41 | 3 | 5 | SNMH Transport | | 10 |
| 1/28 | Medical Aid | Hwy 49 (02976) | 34 | 4 | | Patient Refused | | 8 |
| 1/28 | Medical Aid | Robinson R. (02984) | 38 | 3 | 5 | Patient Contact | | 10 |
| 1/29 | Medical Aid | Preston (03017) | 118 | 2 | | Patient Contact | | 25 |
| 1/30 | Public Assist | Robinson (03135) | 14 | 2 | | Patient Contact | | 7 |
| 1/31 | Vehicle Accident | Hwy 49 (03217) | 4 | 3 | | Canceled | * | |
| 1/31 | Medical Aid | Tyler Foote (03251) | 59 | 4 | 7 | Patient Contact | | 6 |
| | | | | | | | | |
| | | | | | | | | |

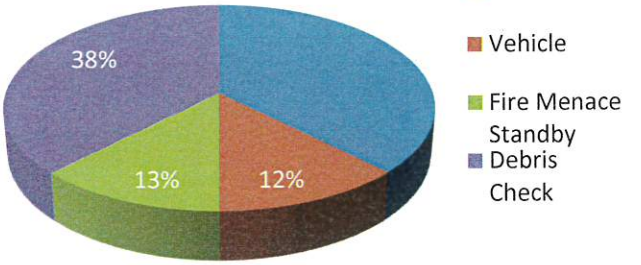
| | |
|---|---|
| **Total Calls:** | **40** |
| **Total Man Hours:** | **79.98** |
| **Average FF/Call:** | **3.0** |

# North San Juan Fire Department
# Call Details
# January 2026

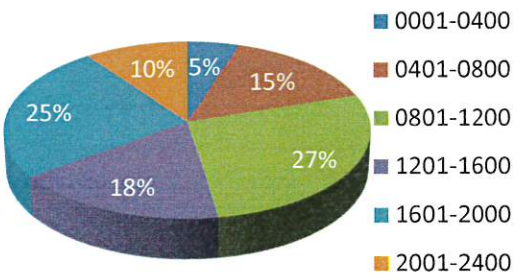
## Call Type



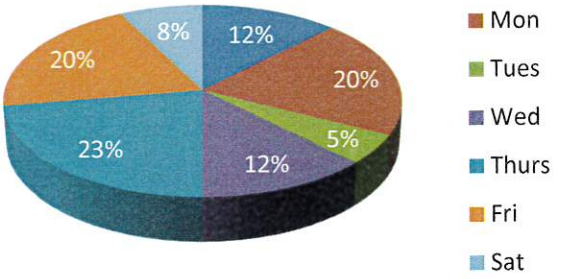

## Fire Type



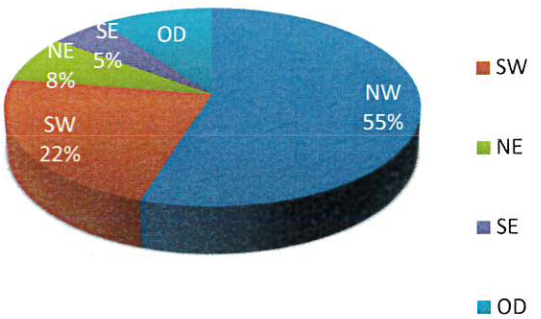

## Time of Day

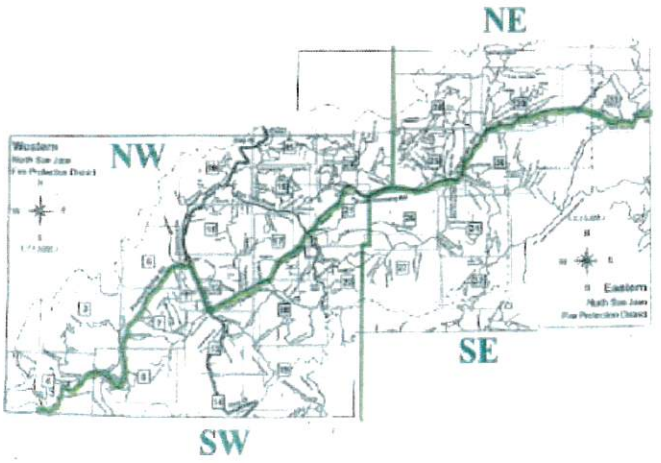



## Day of Week




## District Area



# NORTH SAN JUAN VOLUNTEER FIRE DEPARTMENT

| 2026 SUMMARY/YEAR TO DATE ACTIVITIES | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Emergency Response** | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
| Medical Aid | 28 | | | | | | | | | | | | **28** |
| Vehicle Accident | 1 | | | | | | | | | | | | **1** |
| Fire - Structure | 4 | | | | | | | | | | | | **4** |
| Fire - Wildland | | | | | | | | | | | | | **0** |
| Fire - Structure/Wildland | | | | | | | | | | | | | **0** |
| Fire - Vehicle | 2 | | | | | | | | | | | | **2** |
| Fire - Vehicle/Wildland | | | | | | | | | | | | | **0** |
| Fire - Smoke Check | | | | | | | | | | | | | **0** |
| Fire - Debris Check | 1 | | | | | | | | | | | | **1** |
| Fire - Other | | | | | | | | | | | | | **0** |
| Fire - False Alarm | | | | | | | | | | | | | **0** |
| Fire - Menace Standby | 1 | | | | | | | | | | | | **1** |
| Hazard | 2 | | | | | | | | | | | | **2** |
| Public Assist | 1 | | | | | | | | | | | | **1** |
| Other | | | | | | | | | | | | | **0** |
| **Totals:** | **40** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **40** |

| Previous Years Summary | | | | |
|---|---|---|---|---|
| **2026** | **2025** | **2024** | **2023** | **2022** |
| 28 | 265 | 304 | 267 | 224 |
| 1 | 21 | 41 | 43 | 45 |
| 4 | 21 | 17 | 17 | 14 |
| 0 | 26 | 33 | 20 | 18 |
| 0 | 2 | 0 | 0 | 5 |
| 2 | 7 | 8 | 3 | 7 |
| 0 | 0 | 0 | 0 | 1 |
| 0 | 11 | 15 | 2 | 17 |
| 1 | 20 | 15 | 15 | 0 |
| 0 | 1 | 0 | 0 | 0 |
| 0 | 3 | 0 | 0 | 1 |
| 1 | 0 | 0 | 2 | 4 |
| 2 | 14 | 7 | 12 | 5 |
| 1 | 13 | 22 | 13 | 16 |
| 0 | 6 | 3 | 0 | 4 |
| 40 | 410 | **465** | **394** | **361** |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2026 Monthly Totals:** | **40** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **40** |
| **2025 Monthly Totals** | 29 | 36 | 26 | 32 | 55 | 56 | 30 | 32 | 27 | 37 | 22 | 28 | **410** |
| **2024 Monthly Totals** | 26 | 32 | 32 | 32 | 34 | 63 | 70 | 46 | 42 | 31 | 36 | 18 | **462** |
| **2023 Monthly Totals:** | 21 | 25 | 43 | 37 | 42 | 35 | 38 | 29 | 34 | 35 | 24 | 31 | **394** |
| **2022 Monthly Totals:** | 23 | 25 | 29 | 23 | 37 | 25 | 35 | 40 | 32 | 27 | 31 | 34 | **361** |

| **Other Activities** | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department Training | 4 | | | | | | | | | | | | **4** |
| Special Training | | | | | | | | | | | | | **0** |
| External Training | | | | | | | | | | | | | **0** |
| Work Party | | | | | | | | | | | | | **0** |
| Public Education | | | | | | | | | | | | | **0** |
| Public Service | 2 | | | | | | | | | | | | **2** |
| **Totals:** | | | | | | | | | | | | | **6** |

| **Out of District Responses** | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | YTD |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2026 Monthly Totals:** | 4 | | | | | | | | | | | | 4 |
| **2025 Monthly Totals:** | 2 | 0 | 1 | 2 | 1 | 5 | 4 | 3 | 3 | 5 | 4 | | 30 |
| **2024 Monthly Totals:** | 0 | 1 | 3 | 3 | 2 | 12 | 15 | 3 | 4 | 0 | 0 | 1 | 44 |
| **2023 Monthly Totals:** | 2 | 3 | 5 | 3 | 4 | 4 | 7 | 3 | 8 | 7 | 1 | | 45 |
| **2022 Monthly Totals:** | 1 | 3 | 5 | 3 | 5 | 1 | 3 | 3 | 3 | 3 | 0 | 2 | 31 |

# 6.B.iii

2026 Goals

**NORTH SAN JUAN**
**FIRE PROTECTION DISTRICT**
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417
e-mail: Chief61@nsjfire.org • www.nsjfire.org

***Serving Since 1862***

# 2026 Goals

- More than 1 NSJ FPD FF to 90% of calls
- 2.0 Staffing 90% of the time
- New Recruits complete FF Task Book within 6 months
- Maintain 25 active members
- Recruit 15 new members by December 31
- Engine Testing
- Hose Testing
- Have 75% of all FF be EMT1

# 6.C.i

January 2026
Financials

NSJ Fire Protection District

# Funds Summary

Period Ending 01/31/2026

| | January 31, 2026 |
|---|---|
| **Current Assets** | |
| **Tri-Counties Bank (Petty Cash)** | **$ 542.83** |
| **6720 General Fund** | **$ 1,603,974.23** |
| **GF Capital Equipment Fund** | **$ 345,658.72** |
| **GF Improvement Fund** | **$ 282,372.00** |
| **GF Reserves** | **$ 200,000.00** |
| **6717 Measure Q** | **$ -** |
| **Measure Q Capital Improvement** | **$ 48,000.00** |
| **Measure Q Capital Equipment** | **$ 20,000.00** |
| **Measure Q Reserve** | **$ 233,878.35** |
| **6777 Mitigation** | **$ 28,160.87** |
| **Total Current Assets** | **$ 2,762,587.00** |

| Account | Begin Balance | Deposits | Transfer IN | Expenses | Transfer OUT | Balance |
|---|---|---|---|---|---|---|
| **Tri-Counties (Petty Cash)** | $ 499.65 | $ 43.18 | | | | $ 542.83 |
| **Total Petty Cash** | Ending Balance last month should have been $499.65 and $43.18 is uncleared checks please see the Reconciliation Report) | | | | | |
| | | | | | | |
| **General Fund** | $ 1,378,300.87 | $ 381,788.99 | | $ (156,115.63) | | $ 1,603,974.23 |
| GF Equipment Fund | $ 345,658.72 | | | | | $ 345,658.72 |
| GF Improvement Fund | $ 282,372.00 | | | | | $ 282,372.00 |
| GF Reserve | $ 200,000.00 | | | | | $ 200,000.00 |
| **Total 6720 General Fund** | | | | | | **$ 2,432,004.95** |
| | | | | | | |
| *** Measure Q Fund** | | | | | | **$ -** |
| Measure Q Fund Reserve | $ 233,811.39 | $ 66.96 | | | | $ 233,878.35 |
| Measure Q Capital Improvement | $ 48,000.00 | | | | | $ 48,000.00 |
| Measure Q Capital Equipment | $ 20,000.00 | | | | | $ 20,000.00 |
| **Total 6717 Measure Q Fund** | | | | | | **$ 301,878.35** |
| | | | | | | |
| Mitigation Fund | $ 25,954.01 | $ 2,206.86 | | | | $ 28,160.87 |
| **Total Mitigation Fund** | | | | | | **$ 28,160.87** |

Assests as of 01/31/26 $ 2,762,044.17

# NSJ Fire Protection District
## Reconciliation Detail
### 10250 · Tri-Counties Bank - Petty Cash, Period Ending 12/31/2025

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | | | 542.83 |
| Cleared Balance | | | | | | 542.83 |
| **Uncleared Transactions** | | | | | | |
| **Checks and Payments - 3 items** | | | | | | |
| Check | 06/24/2025 | 116 | FF Scott, William S. ... | | -8.65 | -8.65 |
| Check | 07/21/2025 | 119 | Jose Rodriguez | | -25.53 | -34.18 |
| Check | 10/27/2025 | 120 | FF Cebellero, Franci... | | -9.00 | -43.18 |
| Total Checks and Payments | | | | | -43.18 | -43.18 |
| Total Uncleared Transactions | | | | | -43.18 | -43.18 |
| Register Balance as of 12/31/2025 | | | | | -43.18 | 499.65 |
| **Ending Balance** | | | | | **-43.18** | **499.65** |

NSJ Fire Protection District
**Deposit Detail**
January 2026

| | Date | Memo | Account | Amount |
|---|---|---|---|---|
| | **01/06/2026** | **Deposit** | **10720 · GF General Fund** | **191.15** |
| | | 40000 · Revenue:40280 · Supplemental Prior Unsecured | 40280 · Supplemental Prior Unsecured | -74.77 |
| | | 40000 · Revenue:40280 · Supplemental Prior Unsecured40( | 40280 · Supplemental Prior Unsecured | -0.09 |
| | | 40000 · Revenue:40040 · Prior Unsecured Tax | 40040 · Prior Unsecured Tax | -4.95 |
| | | 40000 · Revenue:40280 · Supplemental Prior Unsecured | 40280 · Supplemental Prior Unsecured | -4.82 |
| | | 40000 · Revenue:40030 · Current Unsecured Tax | 40030 · Current Unsecured Tax | -24.82 |
| | | 40000 · Revenue:40170 · Supplemental Secured Tax | 40170 · Supplemental Secured Tax | -72.29 |
| | | 40000 · Revenue:40170 · Supplemental Secured Tax | 40170 · Supplemental Secured Tax | -4.38 |
| | | 40000 · Revenue:40280 · Supplemental Prior Unsecured | 40280 · Supplemental Prior Unsecured | -5.03 |
| TOTAL | | | | -191.15 |
| | **01/09/2026** | **Deposit** | **10720 · GF General Fund** | **71,356.43** |
| | | Blue Incident CA-KNF-006679 | 46110.1 · Strike Team Personnel | -35,798.32 |
| | | Blue Incident CA-KNF-006679 | 46110.5 · Strike Team Engine | -21,544.18 |
| | | Blue Incident CA-KNF-006679 | 46110.2 · Strike Team Admin | -14,013.93 |
| TOTAL | | | TOTAL | -71,356.43 |
| | **01/09/2026** | **Deposit** | **10720 · GF General Fund** | **143,618.36** |
| | | Garnet CA-SNF-001684 | 46110.1 · Strike Team Personnel | -110,764.17 |
| | | Garnet CA-SNF-001684 | 46110.6 · Strike Team Support Vehicle | -4,648.50 |
| | | Garnet CA-SNF-001684 | 46110.2 · Strike Team Admin | -28,205.69 |
| TOTAL | | | TOTAL | -143,618.36 |
| | **01/09/2026** | **Deposit** | **10720 · GF General Fund** | **75.00** |
| | | Donation Mariana Nielson | 46180 · Donations | -75.00 |
| TOTAL | | | TOTAL | -75.00 |
| | **01/26/2026** | **Deposit** | **10720 · GF General Fund** | **48,970.37** |
| | | Peak CA-SHF-000942 | 46110.1 · Strike Team Personnel | -38,146.68 |
| | | Peak CA-SHF-000942 | 46110.4 · Strike Team Expenses | -1,206.23 |
| | | Peak CA-SHF-000942 | 61140 · Clerical Admin Staff Wages | -9,617.46 |
| TOTAL | | | TOTAL | -48,970.37 |
| | **01/26/2026** | **Deposit** | **10720 · GF General Fund** | **27.50** |
| | | 40000 · Revenue:40310 · Special Assessments | 40310 · Special Assessments | -27.50 |
| TOTAL | | | TOTAL | -27.50 |
| | **01/26/2026** | **Deposit** | **10720 · GF General Fund** | **333.93** |
| | | 43000 · Inter-Governmental:44190 · Homeowner Exemption | 44190 · Homeowner Exemption | -333.93 |
| TOTAL | | | TOTAL | -333.93 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **470.93** |
| | | Bank Rewards | 46270 · Refunds US Bank | -470.93 |
| TOTAL | | | TOTAL | -470.93 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **55,745.48** |
| | | | TOTAL | |
| | | Pickett CA-LNU-015521 | 46110.1 · Strike Team Personnel | -35,505.76 |
| | | Pickett CA-LNU-015521 | 46110.5 · Strike Team Engine | -7,131.67 |
| | | Pickett CA-LNU-015521 | 46110.6 · Strike Team Support Vehicle | -2,160.00 |
| | | Pickett CA-LNU-015521 | 46110.2 · Strike Team Admin | -10,948.05 |
| TOTAL | | | TOTAL | -55,745.48 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **5,163.62** |
| | | North San Juan Auxiliary Donation for Station/Residence Ra | 46180 · Donations | -5,163.62 |
| TOTAL | | | | -5,163.62 |

NSJ Fire Protection District
**Deposit Detail**
January 2026

| | Date | Memo | Account | Amount |
|---|---|---|---|---|
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **500.00** |
| | | Barbara Getz | 46180 · Donations | -500.00 |
| TOTAL | | | | -500.00 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **750.00** |
| | | Liese K. Greensfelder | 46180 · Donations | -750.00 |
| TOTAL | | | | -750.00 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **750.00** |
| | | Robert Ericson | 46180 · Donations | -750.00 |
| TOTAL | | | | -750.00 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **53,734.22** |
| | | CA - TCU September Lightning- 012078 | 46110.1 · Strike Team Personnel | -31,974.26 |
| | | CA - TCU September Lightning- 012078 | 46110.5 · Strike Team Engine | -11,206.91 |
| | | CA - TCU September Lightning- 012078 | 46110.2 · Strike Team Admin | -10,553.05 |
| TOTAL | | | | -53,734.22 |
| | **01/28/2026** | **Deposit** | **10720 · GF General Fund** | **102.00** |
| | | Levine Edward Trust | 46180 · Donations | -102.00 |
| TOTAL | | | | -102.00 |
| | **01/28/2026** | **Deposit** | **10777 · 6777 -Mitigation (AB1600) Fund** | **539.26** |
| | | Lisa McCandless | 47000.1 · Mitigation Fees | -539.26 |
| TOTAL | | | | -539.26 |
| | **01/28/2026** | **Deposit** | **10777 · 6777 -Mitigation (AB1600) Fund** | **259.60** |
| | | Rick Tesene | 47000.1 · Mitigation Fees | -259.60 |
| TOTAL | | | | -259.60 |
| | **01/28/2026** | **Deposit** | **10777 · 6777 -Mitigation (AB1600) Fund** | **1,408.00** |
| | | Deposit | 47000.1 · Mitigation Fees | -1,408.00 |
| TOTAL | | | | -1,408.00 |
| | **01/28/2026** | **Deposit** | **10717 · Measure Q Fund** | **66.96** |
| | | 40000 · Revenue:40310 · Special Assessments | 40310 · Special Assessments | -66.96 |
| TOTAL | | | | -66.96 |

## 6720 General Fund Expenditures
## January 2026

| | Supplier Invoice | Supplier | Supplier's Invoice | Memo | Transaction Reference | Paid Date | Invoice Amount |
|---|---|---|---|---|---|---|---|
| 1 | Supplier Invoice: SI-00001202 | **JOSE RODRIGUEZ HERNANDEZ** | 01/22/2026 PR | 2 QTR Paid Call | EFT-0002700 | 1/22/2026 | **383.60** |
| 2 | Supplier Invoice: SI-00001224 | **JOSE RODRIGUEZ HERNANDEZ** | 01/22/2026 | December 2025 Backfill | EFT-0002700 | 1/22/2026 | **443.28** |
| 3 | Supplier Invoice: SI-00001228 | **ALEJANDRO RODRIGUEZ** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002699 | 1/22/2026 | **126.27** |
| 4 | Supplier Invoice: SI-00001232 | **ALEJANDRO RODRIGUEZ** | 01/22/2026 PR | December 2025 Backfill | EFT-0002699 | 1/22/2026 | **443.28** |
| 5 | Supplier Invoice: SI-00001234 | **MARK ROLAND** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002687 | 1/22/2026 | **492.68** |
| 6 | Supplier Invoice: SI-00001235 | **HEIDI L RYAN** | 01/22/2026 | January 2026 Admin | EFT-0002695 | 1/22/2026 | **1,860.84** |
| 7 | Supplier Invoice: SI-00001239 | **WILLIAM S. SCOTT** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002685 | 1/22/2026 | **608.17** |
| 8 | Supplier Invoice: SI-00001246 | **WILLIAM S. SCOTT** | 01/22/2026 PR | December 2025 Backfill | EFT-0002685 | 1/22/2026 | **221.64** |
| 9 | Supplier Invoice: SI-00001248 | **CAMERON SHAY** | 01/22/2026 PR | 2nd QTR Paid Call | EFT-0002689 | 1/22/2026 | **695.95** |
| 10 | Supplier Invoice: SI-00001250 | **MATTHEW SHEFTER** | 01/22/2026 PR | 2nd QTR Paid Call | EFT-0002628 | 1/22/2026 | **420.50** |
| 11 | Supplier Invoice: SI-00001256 | **FORREST SIMPSON** | 01/22/2026 | 2 QTR Paid Call | 10000273 | 1/22/2026 | **857.77** |
| 12 | Supplier Invoice: SI-00001258 | **FORREST SIMPSON** | 01/22/2026 PRE PO | PRE PO OES-250154-XNE | 10000273 | 1/22/2026 | **8,924.25** |
| 13 | Supplier Invoice: SI-00001260 | **JUDY STEAD** | 01/22/2026 | 2 QTR Paid Call | EFT-0002624 | 1/22/2026 | **512.80** |
| 14 | Supplier Invoice: SI-00001263 | **JUDY STEAD** | 01/22/2026 PR | December 2025 Backfill | EFT-0002624 | 1/22/2026 | **221.64** |
| 15 | Supplier Invoice: SI-00001264 | **MICHAEL STEWART** | 01/22/2026 | JANUARY 2026 CHIEF STIPEND | EFT-0002633 | 1/22/2026 | **1,573.62** |
| 16 | Supplier Invoice: SI-00001266 | **AUTUMN STIRLING** | 01/22/2026 | 2 QTR Paid Call | EFT-0002741 | 1/22/2026 | **424.86** |
| 17 | Supplier Invoice: SI-00001274 | **AUTUMN STIRLING** | 01/22/2026 PR | December 2025 Backfill | EFT-0002741 | 1/22/2026 | **193.64** |
| 18 | Supplier Invoice: SI-00001278 | **JOSHUA KEONI TRACE** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002733 | 1/22/2026 | **286.50** |
| 19 | Supplier Invoice: SI-00001280 | **JOSHUA KEONI TRACE** | 01/22/2026 PR | December 2025 Backfill | EFT-0002733 | 1/22/2026 | **221.64** |
| 20 | Supplier Invoice: SI-00001281 | **NATHANIEL VANORDER** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002729 | 1/22/2026 | **697.42** |
| 21 | Supplier Invoice: SI-00001283 | **JORDAN VARGAS** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002722 | 1/22/2026 | **457.39** |
| 22 | Supplier Invoice: SI-00001286 | **KYLE WILKINSON** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002728 | 1/22/2026 | **303.54** |
| 23 | Supplier Invoice: SI-00001289 | **KYLE WILKINSON** | 01/22/2026 PR | PRE PO OES 250154 | EFT-0002728 | 1/22/2026 | **8,923.51** |
| 24 | Supplier Invoice: SI-00001293 | **JADON BINGHAM** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002716 | 1/22/2026 | **317.35** |
| 25 | Supplier Invoice: SI-00001294 | **JADON BINGHAM** | 01/22/2026 PR | Pre PO OES-250154 | EFT-0002716 | 1/22/2026 | **8,503.58** |
| 26 | Supplier Invoice: SI-00001295 | **THOMAS W BROWNING** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002740 | 1/22/2026 | **752.83** |

## 6720 General Fund Expenditures
## January 2026

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 27 | Supplier Invoice: SI-00001296 | **CONNOR J BURKE** | 01/22/2026 PR | December 2025 Backfill | EFT-0002739 | 1/22/2026 | **124.85** |
| 28 | Supplier Invoice: SI-00001299 | **TOMMY NICHOLAS DAVIS** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002715 | 1/22/2026 | **221.77** |
| 29 | Supplier Invoice: SI-00001301 | **ANATOL DRAGSTEDT** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002736 | 1/22/2026 | **517.47** |
| 30 | Supplier Invoice: SI-00001302 | **ANATOL DRAGSTEDT** | 01/22/2026 PR | DECEMBER 2026 BACKFILL | EFT-0002736 | 1/22/2026 | **221.64** |
| 31 | Supplier Invoice: SI-00001304 | **CASEY FITES-KAUFMAN** | 01/22/2026 | 2nd QTR Paid Call | 10000272 | 1/22/2026 | **238.69** |
| 32 | Supplier Invoice: SI-00001306 | **ANGELA FLORES** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002737 | 1/22/2026 | **509.61** |
| 33 | Supplier Invoice: SI-00001308 | **JASON D FLORES** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002735 | 1/22/2026 | **621.90** |
| 34 | Supplier Invoice: SI-00001311 | **MICHAL GROSS** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002734 | 1/22/2026 | **532.66** |
| 35 | Supplier Invoice: SI-00001312 | **MICHAL GROSS** | 01/22/2026 PR | DECEMBER 2026 BACKFILL | EFT-0002734 | 1/22/2026 | **221.64** |
| 36 | Supplier Invoice: SI-00001314 | **ANDY GUETEBIER** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002682 | 1/22/2026 | **749.90** |
| 37 | Supplier Invoice: SI-00001316 | **ANDY GUETEBIER** | 01/22/2026 PR | Pre PO OES-250154 | EFT-0002682 | 1/22/2026 | **10,801.30** |
| 38 | Supplier Invoice: SI-00001318 | **JACOB V HUNTER** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002681 | 1/22/2026 | **560.62** |
| 39 | Supplier Invoice: SI-00001319 | **JACOB V HUNTER** | 01/22/2026 PR | DECEMBER 2026 BACKFILL | EFT-0002681 | 1/22/2026 | **221.64** |
| 40 | Supplier Invoice: SI-00001322 | **NATHAN LEACH** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002676 | 1/22/2026 | **174.08** |
| 41 | Supplier Invoice: SI-00001324 | **EUGENE CHARLES LEHMAN** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002680 | 1/22/2026 | **334.18** |
| 42 | Supplier Invoice: SI-00001326 | **EUGENE CHARLES LEHMAN** | 01/22/2026 PR | 2nd QTR Paid Call | EFT-0002680 | 1/22/2026 | **221.64** |
| 43 | Supplier Invoice: SI-00001328 | **R LYNN MCGARVA** | 01/22/2026 | January 2026 Admin | EFT-0002679 | 1/22/2026 | **2,030.68** |
| 44 | Supplier Invoice: SI-00001330 | **ROBERT K NOXON** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002678 | 1/22/2026 | **166.23** |
| 45 | Supplier Invoice: SI-00001334 | **ALLISON REES** | 01/26/2025 | 2nd QTR Paid Call | EFT-0002675 | 1/22/2026 | **238.82** |
| 46 | Supplier Invoice: SI-00001461 | **JORDAN VARGAS** | 01/22/2026 PR | December 2025 Backfill | EFT-0002722 | 1/22/2026 | **221.64** |
| 47 | Supplier Invoice: SI-00001462 | **CONNOR J BURKE** | 01/22/2026 | 2nd QTR Paid Call | EFT-0002739 | 1/22/2026 | **286.50** |
| 48 | Supplier Invoice: SI-00001463 | **PAYROLL LIABILITY DISTRICT USE EFTPS -** | 225642674422829 | Federal Payroll Tax EIN 68- | | 1/26/2026 | **12,907.94** |
| 49 | Supplier Invoice: SI-00001470 | **PAYROLL STATE TAXES DISTRICT EFT -** | F0113260ce300203 | Settlement Date 01/26/2026 | | 1/29/2026 | **842.89** |
| 50 | Supplier Invoice: SI-00001474 | **PAYROLL STATE TAXES DISTRICT EFT -** | F0113260D0800026 | EIN 68-0335204 | | 1/26/2026 | **1,239.86** |
| 51 | Supplier Invoice: SI-00002279 | **BAUER COMPRESSORS INC** | 0000344032 | Annual Maintenance Cust | 10000728 | 1/29/2026 | **1,641.35** |
| 52 | Supplier Invoice: SI-00002280 | **STAN BOYETT AND SON** | CL-373293 | Acct 41001 | EFT-0002967 | 1/30/2026 | **475.45** |
| 53 | Supplier Invoice: SI-00002281 | **STAN BOYETT AND SON** | CL-374221 | Acct 41001 | EFT-0002967 | 1/30/2026 | **380.94** |

**6720 General Fund Expenditures**
**January 2026**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 54 | Supplier Invoice: SI-00002282 | **CLIENTWORKS INC** | 25021 | North San Juan Fire | EFT-0003006 | 1/30/2026 | **101.25** |
| 55 | Supplier Invoice: SI-00002283 | **DEPT OF FORESTRY AND FIRE PROTECT** | 176110 | PCA 27344 | 10000741 | 1/29/2026 | **3,148.70** |
| 56 | Supplier Invoice: SI-00002284 | **ESO SOLUTIONS INC** | ESO-186819 | Norrth San Juan Fire Protection | EFT-0002969 | 1/30/2026 | **985.03** |
| 57 | Supplier Invoice: SI-00002285 | **NATHAN LEACH** | EMT Class | EMT Class | EFT-0002943 | 1/30/2026 | **322.00** |
| 58 | Supplier Invoice: SI-00002286 | **NATHAN LEACH** | EMT App/Live Scan/Cert Fee | EMT App/Live Scan/Cert Fee | EFT-0002943 | 1/30/2026 | **307.00** |
| 59 | Supplier Invoice: SI-00002287 | **HILLS FLAT LUMBER CO.** | 525021/1 | Cust #25096 | EFT-0002986 | 1/30/2026 | **720.74** |
| 60 | Supplier Invoice: SI-00002288 | **HUNT PROPANE INC** | U0055893 | Act 1003408 | 10000747 | 1/29/2026 | **550.79** |
| 61 | Supplier Invoice: SI-00002289 | **HUNT PROPANE INC** | U003C297 | ACT# 1003408 | 10000747 | 1/29/2026 | **136.95** |
| 62 | Supplier Invoice: SI-00002290 | **LIFE ASSIST INC** | 2042983 | Cust #95960FD | 10000755 | 1/29/2026 | **134.96** |
| 63 | Supplier Invoice: SI-00002291 | **PALMER ENT. TRUCK & AUTO REPAIR LLC** | 000035249 | North San Juan Fire | 10000767 | 1/29/2026 | **2,476.97** |
| 64 | Supplier Invoice: SI-00002292 | **RICE BUSINESS SOLUTIONS** | 8612 | December 8 - 22, 2025 | 10000770 | 1/29/2026 | **137.50** |
| 65 | Supplier Invoice: SI-00002293 | **SMILE BUSINESS PRODUCTS INC** | 1322674 | NS07 | EFT-0002968 | 1/30/2026 | **36.46** |
| 66 | Supplier Invoice: SI-00002294 | **US BANK** | 9672 | 424604455565372 8 | 10000782 | 1/29/2026 | **3,579.48** |
| 67 | Supplier Invoice: SI-00002295 | **VERIZON WIRELESS** | 6131848237 | Acct 942374585-00001 | 10000784 | 1/29/2026 | **160.07** |
| 68 | Supplier Invoice: SI-00002296 | **BARBARA RACHEL WIND** | 12/30/2025 | N. San Juan Fire | 10000727 | 1/29/2026 | **142.50** |
| 69 | Supplier Invoice: SI-00002297 | **WINTER STREET DESIGN GROUP** | 5805 | North San Juan Fire | 10000793 | 1/29/2026 | **135.67** |
| 70 | Supplier Invoice: SI-00002309 | **AT&T** | 3455620118 | 8310015135211 | 10000679 | 1/29/2026 | **442.63** |
| 71 | Supplier Invoice: SI-00002443 | **AT&T** | 00002462076 4 | Acct #9391035196 | 10000708 | 1/29/2026 | **1.41** |
| 72 | Supplier Invoice: SI-00002451 | **Jim Meadows Construction Inc.** | 400 | Remove Replace Engine Bay | 10000752 | 1/29/2026 | **465.35** |
| 73 | Supplier Invoice: SI-00002455 | **Jim Meadows Construction Inc.** | 399 | Replace Siding Station 1 | 10000752 | 1/29/2026 | **5,000.00** |
| 74 | Supplier Invoice: SI-00002458 | **Jim Meadows Construction Inc.** | 398 | Station 1 Roofing | 10000752 | 1/29/2026 | **5,000.00** |
| 75 | Supplier Invoice: SI-00002468 | **WEST AMERICA BANK** | 526-01262 | Note 526 000 1415-67-0819 | 10000792 | 1/29/2026 | **56,056.78** |
| 76 | Supplier Invoice: SI-00002472 | **JADON BINGHAM** | EMT Class /app/live scan | EMT Class /app/live scan | EFT-0002955 | 1/30/2026 | **498.95** |
| | | | | | **Total General Fund** | | **$ 156,115.63** |
| | | | | | | | |

**NSJ Fire Protection District**

## US Bank Cal Card

**As of December 22, 2025**

| Date | Name | Memo | Amount |
|---|---|---|---|
| 12/06/2025 | Amazon.Com | Folders and Banker Boxes | 32.76 |
| 12/06/2025 | Staples | Folders, Calendar, Label Tap | 48.77 |
| 12/06/2025 | Digium Cloud Services | Telephone Service | 160.75 |
| 12/06/2025 | Microsoft 365 | Licenses | 100.00 |
| 12/06/2025 | Microsoft 365 | Licenses | 92.00 |
| 12/06/2025 | Staples | Paper Towels and Copy Pape | 206.15 |
| 12/20/2025 | Mamas Pizzeria | Meals | 66.65 |
| 12/20/2025 | Sierra Energy | Fuel | 42.69 |
| 12/20/2025 | SPD Markets | Meals | 242.92 |
| 12/20/2025 | Conway Shield | Helmet Shields | 1,790.75 |
| 12/20/2025 | Staples | Writing Tablets, Blue Pens, M | 39.70 |
| 12/20/2025 | WPSG | Chief Badge Award | 236.37 |
| 12/20/2025 | Robinson Petroleum | Fuel for Chief | 81.94 |
| 12/20/2025 | Harvey And Songer | 6191 Repairs | 280.80 |
| 12/20/2025 | Badgesmith.com | ID Cards | 22.57 |
| 12/21/2025 | Mother Truckers | Meals | 29.77 |
| 12/21/2025 | Mother Truckers | Meals | 104.89 |
| | | | 3,579.48 |
| | | **TOTAL** | **3,579.48** |

# 6.C.ii

Proposed Amended
Budget FY 2025-26

NSJ Fire Protection District
Profit & Loss Budget vs. Actual
July 2025 through January 2026

| | Jul '25 - Jan 26 | Budget | Finance Committee Recommendations | Proposed Amended Budget |
|---|---|---|---|---|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 12200 · Due to Other Funds | 0.00 | 0.00 | | 0.00 |
| 39600 · Inter Fund Transfer | 0.00 | 190,132.00 | 100,938.00 | 291,070.00 |
| 40000 · Revenue | | | | 0.00 |
| 40010 · Current Secured Tax | 90,738.67 | 161,000.00 | | 161,000.00 |
| 40020 · Prior Secured Taxes | 0.00 | 5.00 | | 5.00 |
| 40030 · Current Unsecured Tax | 2,264.18 | 3,000.00 | | 3,000.00 |
| 40040 · Prior Unsecured Tax | 6.14 | 60.00 | | 60.00 |
| 40160 · St-Other in Lieu | 6.83 | 85.00 | | 85.00 |
| 40170 · Supplemental Secured Tax | 1,216.76 | 7,700.00 | | 7,700.00 |
| 40180 · Supplemental Unsecured Tax | 45.59 | 200.00 | | 200.00 |
| 40280 · Supplemental Prior Unsecured | 84.71 | 20.00 | | 20.00 |
| 40310 · Special Assessments | 90,509.01 | 155,897.00 | | 155,897.00 |
| Total 40000 · Revenue | 184,871.89 | 327,967.00 | | 327,967.00 |
| 43000 · Inter-Governmental | | | | |
| 43010 · Interest-General Fund | 29,513.28 | 15,000.00 | | 15,000.00 |
| 44190 · Homeowner Exemption | 477.04 | 500.00 | | 500.00 |
| 44960 · Prop 172 Public Safety | 24,913.90 | 46,000.00 | | 46,000.00 |
| Total 43000 · Inter-Governmental | 54,904.22 | 61,500.00 | | 61,500.00 |
| 46100 · Miscellaneous Revenue | | | | |
| 46110 · Strike Team | | | | |
| 46110.1 · Strike Team Personnel | 826,402.64 | 654,000.00 | | 654,000.00 |
| 46110.2 · Strike Team Admin | 233,062.13 | 76,000.00 | | 76,000.00 |
| 46110.3 · Strike Team Personal Vhcl Miles | 0.00 | 0.00 | | 0.00 |
| 46110.4 · Strike Team Expenses | 10,895.10 | 0.00 | | 0.00 |
| 46110.5 · Strike Team Engine | 169,516.97 | 0.00 | | 0.00 |
| 46110.6 · Strike Team Support Vehicle | 10,588.50 | 0.00 | | 0.00 |
| Total 46110 · Strike Team | 1,250,465.34 | 730,000.00 | | 730,000.00 |
| 46180 · Donations | 7,503.87 | 1,000.00 | | 1,000.00 |
| 46190 · Refund Misc | 0.00 | 0.00 | | 0.00 |
| 46210 · Station 1 Rental | 0.00 | 500.00 | | 500.00 |
| 46270 · Refunds US Bank | 759.92 | | | 0.00 |
| Total 46100 · Miscellaneous Revenue | 1,258,729.13 | 731,500.00 | | 731,500.00 |
| 47000 · Other Income | | | | |
| 47000.1 · Mitigation Fees | 2,693.61 | 1,500.00 | | 1,500.00 |
| 47000.2 · Mitigation Interest | 390.98 | 300.00 | | 300.00 |
| 47000.3 · Measure Q Interest | 3,700.98 | 1,600.00 | | 1,600.00 |
| Total 47000 · Other Income | 6,785.57 | 3,400.00 | | 3,400.00 |
| Total Income | 1,505,290.81 | 1,314,499.00 | | 1,415,437.00 |
| Gross Profit | 1,505,290.81 | 1,314,499.00 | | 1,415,437.00 |
| Expense | | | | |
| 55000 · Grant Expenses | | | | |
| 55000.2 · FEMA AFG Grant 2024 | 866.86 | | | 0.00 |
| 55000.3 · Forest Reserve Grant 2024 | 3,020.78 | | | 0.00 |
| Total 55000 · Grant Expenses | 3,887.64 | | | 0.00 |
| 56000 · Capital Outlay | | | | 0.00 |
| 56000.1 · Measure Q Capital Equipment | 19,122.00 | 19,122.00 | | 19,122.00 |
| 56000.2 · Mitigation Capital Improvement | 3,300.00 | 3,300.00 | | 3,300.00 |
| 56000.3 · GF Capital Equpment | 112,976.06 | 112,240.00 | 50,000.00 | 162,240.00 |
| 56000.4 · GF Capital Improvement | 15,801.93 | | 21,500.00 | 21,500.00 |
| Total 56000 · Capital Outlay | 151,199.99 | 134,662.00 | | 206,162.00 |
| 61110 · Employer Tax Expense | 58,671.91 | 110,000.00 | | 110,000.00 |
| 61120 · Stipend to Chief | 14,000.00 | 24,000.00 | | 24,000.00 |
| 61140 · Clerical Admin Staff Wages | | | | 0.00 |
| 61140.1 · Measure Q Administration | 0.00 | 5,675.00 | | 5,675.00 |
| 61140 · Clerical Admin Staff Wages - Other | 14,539.86 | 44,500.00 | | 44,500.00 |
| Total 61140 · Clerical Admin Staff Wages | 14,539.86 | 50,175.00 | | 50,175.00 |
| 61300 · Firefighters Stipend/Paid Call | | | | 0.00 |
| 61300.1 · GF Paid Call | 15,334.00 | 20,000.00 | | 20,000.00 |
| 61300.2 · Measure Q Rank | 23,770.00 | 34,035.00 | | 34,035.00 |
| Total 61300 · Firefighters Stipend/Paid Call | 39,104.00 | 54,035.00 | | 54,035.00 |
| 61330 · Firefighter Physicals | 1,377.50 | 500.00 | 1,500.00 | 2,000.00 |
| 61340 · Outside Instructor | | | | 0.00 |
| 61341 · Training Materials | 470.05 | 3,000.00 | | 3,000.00 |
| 61342 · Classes &Licensing | 1,727.95 | 16,000.00 | | 16,000.00 |
| 61340 · Outside Instructor - Other | 0.00 | 5,500.00 | | 5,500.00 |
| Total 61340 · Outside Instructor | 2,198.00 | 24,500.00 | | 26,500.00 |

NSJ Fire Protection District
Profit & Loss Budget vs. Actual
July 2025 through January 2026

| | Jul '25 - Jan 26 | Budget | Finance Committee Recommendations | Proposed Amended Budget |
|---|---|---|---|---|
| 61350 · Strike Team Pmts | | | | 0.00 |
| 61350.1 · Strike Team Regular Pay | 167,385.52 | 550,000.00 | | 550,000.00 |
| 61350.2 · Strike Team Pmts. OT | 459,103.57 | 0.00 | | 0.00 |
| 61350.3 · Strike Team FF Misc Rmbrsements | 214.90 | | | 0.00 |
| 61350.5 · Strike Team Employee Mileage | 954.80 | 0.00 | | 0.00 |
| 61350.6 · Strike Team Fuel | 0.00 | 0.00 | | 0.00 |
| 61350.8 · Strike Team Expenses | 21,100.82 | 0.00 | | 0.00 |
| 61350 · Strike Team Pmts - Other | 0.00 | 0.00 | | 0.00 |
| Total 61350 · Strike Team Pmts | 648,759.61 | 550,000.00 | | 550,000.00 |
| 61400 · Insurance (Personnel) | | | | 0.00 |
| 61410 · Workers Compensation | 15,191.03 | 20,000.00 | | 20,000.00 |
| 61420 · Life and Accident Insurance | 837.83 | 2,300.00 | | 2,300.00 |
| Total 61400 · Insurance (Personnel) | 16,028.86 | 22,300.00 | | 22,300.00 |
| 61450.1 · Strike Team On Site Pay | 21,743.41 | 20,000.00 | | 20,000.00 |
| 61450.2 · Strike Team Off Site Pay | 1,809.95 | 7,500.00 | | 7,500.00 |
| 62200 · FF Uniform/Clothing | 11,137.34 | 7,000.00 | 6,000.00 | 13,000.00 |
| 62225 · PPE-Personnel Protective Equip | 0.00 | 5,000.00 | 16,000.00 | 21,000.00 |
| 62300 · Dispatch Fees / Co-op Agreement | 6,545.24 | 15,000.00 | | 15,000.00 |
| 62350 · Fire Fighting Expenses | | | | 0.00 |
| 62350.1 · Fleet Repair & Maint | 31,769.80 | 40,000.00 | 15,000.00 | 55,000.00 |
| 62350.2 · Fire Fighter Fighting Supplies | 2,354.60 | 6,500.00 | | 6,500.00 |
| 62350.3 · New Firefighting Equip | 3,743.78 | 38,000.00 | (30,000.00) | 8,000.00 |
| 62350 · Fire Fighting Expenses - Other | 629.78 | 5,000.00 | | 5,000.00 |
| Total 62350 · Fire Fighting Expenses | 38,497.96 | 89,500.00 | | 74,500.00 |
| 62351 · Structure Maint | 3,076.10 | 1,000.00 | 19,000.00 | 20,000.00 |
| 62352 · Non FireFight Equp Maint Repair | 2,199.93 | 1,000.00 | 2,000.00 | 3,000.00 |
| 62375 · Equipment - Non-Fire Fighting | 0.00 | 1,000.00 | | 1,000.00 |
| 62400 · Communicating Equip | | | | 0.00 |
| 62400.2 · Radios/Pagers/Phones (New) | 6,303.48 | | 7,000.00 | 7,000.00 |
| 62400.3 · Repair Radios/Pagers/Telephone | 3,546.46 | 10,000.00 | (5,000.00) | 5,000.00 |
| 62400 · Communicating Equip - Other | 0.00 | 0.00 | | 0.00 |
| Total 62400 · Communicating Equip | 9,849.94 | 10,000.00 | | 12,000.00 |
| 62500 · Subscriptions | 2,174.38 | 3,500.00 | | 3,500.00 |
| 62502 · Legal Public Notice | 185.90 | 500.00 | | 500.00 |
| 62510 · Public Relation - Fire Prevent | | | | 0.00 |
| 62510.1 · CPR/Public First Aid Classes | 0.00 | 3,000.00 | (3,000.00) | 0.00 |
| 62510.2 · Newsletter & Christmas Cards | 0.00 | 3,000.00 | | 3,000.00 |
| 62510 · Public Relation - Fire Prevent - Other | 0.00 | 400.00 | | 400.00 |
| Total 62510 · Public Relation - Fire Prevent | 0.00 | 6,400.00 | | 3,400.00 |
| 62550 · Food Supplies | 0.00 | 500.00 | 600.00 | 1,100.00 |
| 62600 · Fuel | | | | 0.00 |
| 62600.1 · Fuel for Chief | 398.64 | | 1,000.00 | 1,000.00 |
| 62600 · Fuel - Other | 7,188.47 | 20,000.00 | | 20,000.00 |
| Total 62600 · Fuel | 7,587.11 | 20,000.00 | | 20,000.00 |
| 62700 · Cleaning Supplies | 1,766.73 | 2,000.00 | 2,000.00 | 4,000.00 |
| 62750 · Insurance Bldg, Veh, & Liablty | 1,652.00 | 68,915.00 | | 68,915.00 |
| 62800 · Memberships | 4,103.70 | 7,000.00 | | 7,000.00 |
| 62810 · Recognition & Awards | 712.89 | 2,500.00 | | 2,500.00 |
| 62850 · Medical Supplies | 2,527.86 | 5,000.00 | | 5,000.00 |
| 62905 · Office Equipment Purchase | 4,040.50 | 8,000.00 | (3,000.00) | 5,000.00 |
| 62911 · Office Machine Maintenance | | | | |
| 62915 · Copier Maintenance | 1,291.40 | 1,700.00 | | 1,700.00 |
| Total 62911 · Office Machine Maintenance | 1,291.40 | 1,700.00 | | 1,700.00 |
| 63000 · Nevada County Services | 5,453.57 | 6,000.00 | | 6,000.00 |
| 63710 · Ground Maintenance | 9.00 | 500.00 | | 500.00 |
| 64900 · Office Supplies | 2,961.36 | 3,500.00 | 3,000.00 | 6,500.00 |
| 64990 · Meeting Supplies & Subscription | 0.00 | 0.00 | | 0.00 |
| 66500 · Postage and Delivery | 477.30 | 400.00 | 200.00 | 600.00 |
| 66600 · Printing and Reproduction | 66.12 | 250.00 | | 250.00 |
| 66700 · Professional Fees | | | | 0.00 |
| 66701 · Payroll Services | 1,881.25 | 1,800.00 | 1,000.00 | 2,800.00 |
| 66702 · Audit | 0.00 | 9,000.00 | | 9,000.00 |
| 66703 · Legal | 200.00 | 1,000.00 | | 1,000.00 |
| 66704 · Background Checks / Fingerprint | 310.00 | 500.00 | | 500.00 |
| 66705 · SCI Consulting | 6,603.35 | 6,500.00 | | 6,500.00 |
| 66706 · Election Share of Cost | 0.00 | 0.00 | | 0.00 |
| Total 66700 · Professional Fees | 8,994.60 | 18,800.00 | | 19,800.00 |
| 68600 · Utilities | | | | 0.00 |
| 68601 · Telephone Service | 1,878.05 | 4,500.00 | | 4,500.00 |

NSJ Fire Protection District
Profit & Loss Budget vs. Actual
July 2025 through January 2026

| | Jul '25 - Jan 26 | Budget | Finance Committee Recommendations | Proposed Amended Budget |
|---|---|---|---|---|
| 68602 · Propane | 1,791.96 | 5,000.00 | | 5,000.00 |
| 68603 · Electric | 4,292.30 | 4,000.00 | 2,000.00 | 6,000.00 |
| 68604 · Sewer Station 1 | 1,312.00 | 1,300.00 | | 1,300.00 |
| 68606 · Satellite TV | 59.86 | 1,000.00 | | 1,000.00 |
| 68607 · Internet & Web Page | 324.00 | 700.00 | | 700.00 |
| 68609 · Broadband | 2,213.15 | 6,000.00 | | 6,000.00 |
| 68610 · Tablets | 1,000.46 | 2,500.00 | | 2,500.00 |
| Total 68600 · Utilities | 12,871.78 | 25,000.00 | | 27,000.00 |
| Total Expense | 1,101,503.44 | 1,307,637.00 | | 1,415,437.00 |
| Net Ordinary Income | 403,787.37 | 6,862.00 | | 0.00 |
| Other Income/Expense | | | | 0.00 |
| Other Income | | | | 0.00 |
| 46290 · Voided/Stop Payment | | | | 0.00 |
| 46290.1 · Staledated Checks | -557.82 | | | 0.00 |
| 46290 · Voided/Stop Payment - Other | 62.00 | | | 0.00 |
| Total 46290 · Voided/Stop Payment | -495.82 | | | 0.00 |
| 66901 · Stale Dated Checks | 557.82 | | | 0.00 |
| Total Other Income | 62.00 | | | 0.00 |
| Net Other Income | 62.00 | | | 0.00 |
| **Net Income** | **403,849.37** | **6,862.00 #** | **207,738.00** | **0.00** |

# 8.C

Policy Update
First Reading: Section 2302.1 and Section 2102.4

## 2302.1. AUTHORIZED SIGNATORIES

*(Section 2302.1 updated and adopted 9/22/2020)*

Nevada County warrant requests shall be signed by any two (2) Board members. ~~Nevada County warrant requests for the Tri-Counties Bank petty cash fund may be signed by any two (2) Board members. All Tri-Counties Bank checks shall have two (2) signatories of Board Members,~~ or one (1) Board member, the Fire Chief, ~~and~~ the Deputy Chief, or the Finance and Facilities Manager. Nevada County New Supplier Forms can be signed by any two Authorized Signers. New Supplier Forms for Nevada County can be signed by any combination of the above mentioned Authorized Signers as well as the Operations and Personnel Manager.

## 2102.4. DRUG-FREE WORKPLACE

The District is committed to maintaining a work environment free of alcohol, illegal drugs, or controlled substances. Use of these substances, whether on or off the job, can detract from work performance, efficiency, safety, and health, and therefore seriously endanger the welfare and safety of other personnel and members of the public.

District fire personnel applicants will be required to adhere to a drug screening during the pre-employment physical. All non-negative drug screening findings will result in having said applicants application removed from consideration. However, the Fire Chief maintains the authority to request a follow-up drug screening to allow the applicant one additional opportunity to pass a drug screening. Follow-up drug screenings will be considered on a case-by-case basis.

District personnel are prohibited from behavior that violates District policy when they are working for or representing the District, operating or responsible for the operation or custody of District equipment and property, wearing clothing or insignias identifying the District.

Behavior that violates District policy includes

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Operating District vehicles or equipment while under the influence of alcohol, illegal, or controlled substances;
- Distribution, sales, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. Employees suspected of violating these rules can be subject to un-planned drug screenings. The District will take disciplinary action, up to and including termination, against any employee in violation of this policy. The District shall report the matter to the attention of appropriate law enforcement authorities.

# 8.D

Resolution 2026-02
Appreciation to
Sharon Beckenbach

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417 e-mail: info911@nsjfire.org • www.nsjfire.org
*Serving Since 1862*

# Resolution 2026-02

## RESOLUTION OF APPRECIATION FOR SHARON BECKENBACH'S CONTRIBUTIONS TO NORTH SAN JUAN FIRE PROTECTION DISTRICT

**WHEREAS,** it is the desire of the North San Juan Fire Protection District to publicly acknowledge outstanding contributions by individuals to the quality of service we are able to deliver to our constituents; and

**WHEREAS,** those who volunteer to serve their community as firefighters are often praised for their contribution, but those community members who step up when something needs doing and contribute their time and expertise to get the job done are less visible, and too often their contribution, though vital to the District's mission, is less noticed; and

**WHEREAS,** Sharon Beckenbach served as District Secretary from 2002-2012. During her tenure, Sharon brought the administrative process and capabilities of the District into the 21st century; and

**WHEREAS,** Sharon spent years as an active member of the North San Juan Fire Auxiliary, where she helped to plan and run the Scotch Broom Breakfast and Firefighters Appreciation Dinner, as well as bring food and treats for firefighters attending Wednesday night trainings; and

**WHEREAS,** Sharon became an expert in the National Fire Incident Reporting System (NFIRS) and until Spring, 2025, completed all incident data entry into the federal system ensuring NSJFPD stayed up to date, a position requiring up to 10 hours of volunteer hours a month; and

**WHEREAS,** Sharon has given her time freely and selflessly to contribute to the success of the NSJFPD and greater community at large. She truly is a treasure.

**NOW THEREFORE BE IT RESOLVED,** that the North San Juan Fire Protection District Board of Directors deeply appreciates Sharon Beckenbach's many contributions to the District and to the communities we serve and wishes her great happiness and success as she moves on to a new chapter in her life.

**PASSED AND ADOPTED** as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 24th day of February 2026, by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

ATTEST:

Samantha Hinrichs, Board Chair

Heidi Ryan, Board Secretary

# 8.E

Resolution 2026-03
Appreciation to
Liz Walsh

NORTH SAN JUAN FIRE PROTECTION DISTRICT
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417 e-mail: info911@nsjfire.org • www.nsjfire.org
*Serving Since 1862*

# Resolution 2026-03

## RESOLUTION OF APPRECIATION FOR LIZ WALSH'S CONTRIBUTIONS TO NORTH SAN JUAN FIRE PROTECTION DISTRICT

**WHEREAS,** it is the desire of the North San Juan Fire Protection District to publicly acknowledge outstanding contributions by individuals to the quality of service we are able to deliver to our constituents; and

**WHEREAS,** those who volunteer to serve our community as firefighters are often praised for their contribution, but those community members who step up when something needs doing and contribute their time and expertise to get the job done are less visible, and too often their contribution, though vital to the Districts mission, is less noticeable, and

**WHEREAS,** over the years, Liz Walsh has worn many hats for the District including serving as the District Manager and as a member of the North San Juan Fire Auxiliary; and

**WHEREAS,** more recently, Liz served as the Public Member representative on the Finance Committee. A voting member, the Public Member representative must attend four meetings a year and be active in advising the Board on financial matters; and

**WHEREAS,** Liz's knowledge and expertise made her a vital resource for both the Finance Committee as well as the Board of Directors; and

**WHEREAS,** the Board would like the community to know how greatly we valued Liz's time and input in every role she has served for the District.

**NOW THEREFORE BE IT RESOLVED,** that the North San Juan Fire Protection District Board of Directors does hereby publicly recognize and deeply appreciate all the service Liz Walsh has provided to the District and the community we serve.

**PASSED AND ADOPTED** as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 24th day of February 2026, by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

ATTEST:

_____ _____

Samantha Hinrichs, Board Chair Heidi Ryan, Board Secretary

**8.F**

Resolution 2026-04
Appreciation to
The Fire Auxiliary

**NORTH SAN JUAN FIRE PROTECTION DISTRICT**
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 • Fax: (530) 292-1417
e-mail: info911@nsjfire.org • www.nsjfire.org
*Serving Since 1862*

# Resolution 2026-04

## RESOLUTION TO HONOR THE NORTH SAN JUAN FIRE AUXILIARY'S CONTRIBUTIONS TO THE NORTH SAN JUAN FIRE PROTECTION DISTRICT

**WHEREAS,** over the years, the members of the North San Juan Fire Auxiliary have raised tens of thousands of dollars that have been used to purchase vital firefighting equipment, hose, protective gear, first aid supplies, and many more other items to improve the capabilities and safe operation of the department; and

**WHEREAS,** they have now outdone themselves by supplying funding for the purchase of our long-wished-for emergency response quick call alert system for firehouse 3; and

**WHEREAS**, the members of the Auxiliary generously gave of their time to plan, prepare, and run the annual Scotch Broom Breakfast, a significant and long-standing tradition in the community; and

**WHEREAS,** the Auxiliary has taken the Volunteer Firefighters Appreciation Dinner to new heights by utilizing the Shady Creek Events Center, making for a truly memorable night for firefighters and their families; and

**WHEREAS,** members of the Auxiliary would bring treats and meals for firefighters attending Wednesday night trainings; and

**WHEREAS,** the Board would like the world to know that we feel privileged and honored to have such a dedicated group of individuals giving of their time and talents to benefit our firefighters and that their commitment and enthusiasm are outstanding!

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the North San Juan Fire Protection District Board of Directors does hereby publicly recognize and deeply appreciates the dedication with which all of the members of the Auxiliary have served this district.

**PASSED AND ADOPTED** as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 24th day of February 2026, by the following vote:

AYES: ____ NOES: ____ ABSTAIN: ___ ABSENT: ___

Samantha Hinrichs, Board Chair

Heidi Ryan, Board Secretary

**8.G**

Resolution 2026-05
Petty Cash Fund

**NORTH SAN JUAN FIRE PROTECTION DISTRICT**
Post Office Box 299, North San Juan, CA 95960
(530) 292-9159 ✦ Fax: (530) 292-1417 ✦ e-mail: info911@nsjfire.org

***Serving Since 1862***

# Resolution 2026-05

## RESOLUTION NAMING A NEW AUTHORIZED SIGNATORY ON THE PETTY CASH FUND

**WHEREAS,** fire district operations require several small purchases to be made within the local area; and

**WHEREAS,** paying small bills through the regular governmental system is time consuming and costly; and

**WHEREAS,** paying of such bills within a petty cash account will result in savings to the fire district; and

**WHEREAS,** The North San Juan Fire Protection District (NSJFPD) Board of Directors passed Resolution 2018-01, at a regular Board meeting in March 2018, authorizing the establishment of a petty cash fund with a maximum dollar amount not to exceed five hundred dollars ($500) and designated Tracy Corris (former Finance and Facilities Manager) as the custodian of said account; and

**WHEREAS,** Resolution 2018-01 also determined all individuals authorized to request County Warrants were also authorized to request payments and sign on the petty cash fund as long as funds are available; and

**WHEREAS,** the NSJFPD Board of Directors passed Resolution 2022-11 naming Lynn McGarva (Finance and Facilities Manager) the designated and so named custodian of the Petty Cash Fund. Fire Chief Jason Flores, Deputy Chief Tom Browning, Finance and Facilities Manager Lynn McGarva, and Operations and Personnel Manager Heidi Ryan were designated as authorized to request payments and sign on this account if funds are available.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH SAN JUAN FIRE PROTECTION DISTRICT THAT:** Jason Flores (former Fire Chief) will be removed as authorized to request payments and sign on this account if funds are available and Fire Chief Mike Stewart will be added in his place.

**PASSED AND ADOPTED** as a Resolution of the Board of Directors of the North San Juan Fire Protection District at a regular meeting of said Board, held on the 24th day of February 2026, by the following vote:

AYES: ____ NOES: ____ ABSTAIN: ___ ABSENT: ___

Samantha Hinrichs, Board Chair

Heidi Ryan, Board Secretary

**8.J**

SCI Consulting Group
Contract

# Levy Administration Services Agreement

THIS AGREEMENT is made on _____, 20__, between the **North San Juan Fire Protection District**, ("District") and **SCI Consulting Group** ("Consultant" or "SCI"), a California Corporation, who agree as follows:

1. **Scope of Work ("Work").** Consultant shall perform the work and render the services described in the Scope of Work shown below (the "Work"). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.

2. **Payment.**

   a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant's fee shall include all the Consultant's costs and expenses related to the Work.

   b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.

3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.

4. **Insurance.**

   a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

| | |
|---|---|
| Commercial General Liability | $2,000,000 per occurrence<br>$4,000,000 aggregate |
| Automobile Liability | $2,000,000 per accident |
| Workers' Compensation | Statutory limits |
| Professional Liability | $2,000,000 per claim |
| Excess Liability (over General Liability & Auto Liability) | $1,000,000 per occurrence & $1,000,000 aggregate |

   b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.

   c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant, to the fullest extent permitted by law, shall indemnify and hold harmless and defend the District, its directors, officers, employees, and authorized volunteers from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) caused by the negligence, recklessness, or willful misconduct in the performance (or actual or alleged non-performance) of the work under this Contract by Consultant or its employees, agents and subcontractors.

6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.

8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.

9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.

10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. In any action instituted under or regarding this Agreement, the venue for such action shall be in the Superior Court of the State of California in and for the County of Nevada County.

12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.

13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing at least 30 days prior to the effective date thereof. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.

14. **Attorney's Fees.** In the event a legal action is brought to enforce or construe this Agreement, each party shall bear its own costs including, but not limited to, any and all attorney's fees regarding of the outcome of any such action.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

**Public Agency:**
North San Juan Fire Protection District
PO Box 299
North San Juan, CA 95960

**Consultant:**
SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

# Scope of Work

This section outlines the levy administration services and other responsibilities SCI would perform as the Special Tax Administrator for North San Juan Fire Protection District.

## DEFINITIONS

| | |
|---|---|
| District: | North San Juan Fire Protection District, staff and Directors. |
| Special Taxes: | 2014 Measure Q Tax<br>1986 Voter Approved Parcel Charge |
| SCI or Consultant: | SCI Consulting Group, and any and all employees and subcontractors |
| Administration: | Services related to the determination, levy and collection of special tax revenues |

### Identification of District Parcels and Levy Calculation

1. Obtain and carefully review the resolution ordering the election and other election documents for the Special Taxes to develop a thorough understanding of the tax requirements.
2. Calculate and verify the proposed specific tax amount for each parcel and prepare the preliminary tax roll to be used by the District as a basis for the annual budget.

### Document Preparation

1. Prepare any needed resolutions and staff reports for the Special Taxes.
2. Prepare and assist with the publication of any notices for the continuation of the Special Taxes if needed.
3. Attend the District Board meeting as needed, including those at which the resolution is approved.

### Confirmation of District Parcels, Levy Calculation, Verification and Submittal

1. Create databases including every parcel in the boundaries of the District, including the parcel attributes necessary for calculating the Special Taxes, and update them with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new tax calculation and recalculate the final taxes on a parcel-by-parcel basis.
3. Prepare the final Tax Rolls for the Special Taxes and submit them to the County for inclusion on the upcoming fiscal year tax bills.

### District Information and Levy Confirmation

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

## Annual Special Tax Report and Other Accountability Reporting Requirements

1. Prepare a combined annual Special Tax Report to ensure compliance with the Government Code 50075 et seq, and file it with the District by January 1 after the close of the fiscal year.
2. Complete the parcel tax reporting forms, as required per Government Code 12463.2, and forward the completed forms to the District to be filed with the District's annual Financial Transactions Report to the State Controller's Office within 7 months after the close of the fiscal year.

## Responding to Public Inquiries And Appeals

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any taxes which we find to be based upon incorrect information being used to apply the Special Tax methodology. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

## Fee Schedule

SCI shall be compensated for the performance of the Scope of Work as follows:

| | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 |
|---|---|---|---|---|---|
| Annual Levy Administration | $ 6,775 | $ 6,980 | $ 7,190 | $ 7,405 | $ 7,405 |
| Payment due on August 10: | $ 3,388 | $ 3,490 | $ 3,595 | $ 3,703 | $ 3,703 |
| Balance due on January 31: | $ 3,388 | $ 3,490 | $ 3,595 | $ 3,703 | $ 3,703 |
| Maximum Direct Expenses | $ 350 | $ 350 | $ 350 | $ 350 | $ 350 |
| **Total Contract Authorization** | **$ 7,125** | **$ 7,330** | **$ 7,540** | **$ 7,755** | **$ 7,755** |

1. Incidental costs incurred by SCI for the purchase of property data, maps, travel, and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed $350 per year, without prior authorization from the District.
2. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of $750 per person per meeting, providing the District may decide, in its sole discretion, the number of persons who attend such meetings.
3. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.

Note: All costs associated with this proposal can be financed or refunded by tax proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

## Signature Page

By signing below, we agree to the terms of this Levy Administration Services Agreement.

**Accepted:**

Samantha Hinrichs
Board Chair
North San Juan Fire Protection District

Date

**Accepted:**

John W. Bliss
President
SCI Consulting Group

2/12/2026
Date