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, March 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 MARCH 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 February 24, 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 🕮

Action
     - **ii.** Appointment of Public Member on Finance Committee
   - **B.** Chief's Report – Chief Mike Stewart
     - **i.** February 2026 Statistics 🕮
     - **ii.** Current Department Activity

Action
     - **iii.** Paid Bereavement Pay
   - **C.** Treasurer's Report – Rhea Williamson

Action
     - **i.** Financials- February 2026: Funds Summary, Deposit Detail, Disbursements, Cal Card 🕮
   - **D.** Firefighter Association Report – Sambhava Burke
   - **E.** NCFA Report – Bruce Boyd
   - **F.** Auxiliary Report

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

Action
     - i. Apparatus Committee Development
   - **C.** Water Storage Committee- Rhea Williamson

8. **NEW BUSINESS**
   - **A.** SB 827- Heidi Ryan

Action
   - **B.** Salary Increase – Lynn McGarva, Finance and Facilities Manager

Action
   - **C.** Second Reading- Section 2302.1 Authorized Signatories and Section 2102.4 Drug-Free Workplace- Fire Chief Mike Stewart
   - **D.** 2026 Board Goals- Samantha Hinrichs

9. **NEXT MEETING: April 28, 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
February 24, 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, February 24, 2026
Draft

PRESENT: Samantha Hinrichs, Chair; Rhea Williamson, Treasurer; Pam Morey

ABSENT: Bruce Boyd, Vice-Chair; Tim Tschantz

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 6:01 PM by Chair Samantha Hinrichs. Roll was taken. A quorum was established.
   The Pledge of Allegiance was recited.

2. **APPROVAL OF February 24, 2026, REGULAR BOARD MEETING AGENDA**
   Samantha Hinrichs asked to remove item 6.E, 7.B, and 8.H.

   Rhea Williamson moved to approve the agenda for February 24, 2026, as amended, Pam Morey seconded, motion carried 3-0-0-2.

3. **PUBLIC COMMENT:**
   None.

4. **MINUTES:**
   A. **Draft Minutes of January 27, 2026**
      Rhea Williamson moved to adopt the January 27 draft minutes as presented, Pam Morey seconded, motion carried 3-0-0-2.

5. **ANNOUNCEMENTS:**
   None.

6. **REPORTS**
   A. **Board Chair Report – Samantha Hinrichs**
      Samantha Hinrichs shared that Captain Andy Guetebier lost a family member, Samantha and the Board send their condolences.
      Additionally, Engine 6168 was put on a pre-position for the snowstorm and ended up helping in Cascade Shores outside of Nevada City.
      i. **Correspondence-** None
      ii. **California Special District Association Training**

Senate Bill 827 includes additional requirements for Board members. Heidi Ryan has reached out to our attorney to summarize the changes. This will be discussed further at the March meeting.

Additionally, Samantha Hinrichs reminded Board members to look out for the Ethics training to be rescheduled.

B. Chief's Report – Fire Chief Mike Stewart

i. **January 2026 Statistics:**
Chief Mike Stewart provided a summary of the January 2026 Statistics.

ii. **Current Department Activity:**
- Chief Stewart introduced Battalion Chief Sean Norman to the Board. Sean shared his history in the fire service and expressed his excitement and appreciation to be working for the District.

iii. **2026 Goals**
Chief Mike Stewart presented the firefighter goals for 2026. These goals were established by the firefighters, not Chief Officers.

C. Treasurer's Report – Presented by Rhea Williamson

i. **Financials- January 2026: Funds Summary, Disbursement Detail, Deposit Detail, Cal Card**
Rhea Williamson presented the January 2026, financial reports.

Rhea Williamson moved to approve the financial reports for January 2026, Pam Morey seconded, motion carried 3-0-0-2.

ii. **Proposed Amended Budget FY 2025-26**
Rhea Williamson presented the Proposed Amended Budget FY 2025-26. All proposed adjustments were decided by the Finance Committee.

Samantha moved to approve the Proposed Amended Budget for FY 2025-26 as recommended by the Finance Committee, Pam Morey seconded, motion carries by the following roll call vote:

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

D. Firefighters Association Report – Sambhava Burke
Sambhava Burked shared that he will be staying on as the Association President. Additionally, Anatol Dragstedt will stay on as Vice-President and Cameron Shay will

stay on as the Treasurer. The Association bought a new coffee maker for the residence at Firehouse 3.

Additionally, Sambhava Burke recommended the Board reach out to Allison Rees to help with the Newsletter.

E. **NCFA Report – Bruce Boyd**
Removed from Agenda.

F. **Auxiliary Report – Sasha St. John**
No Report.

7. **OLD BUSINESS**

A. **Hydrant Committee Update – Deputy Chief Tom Browning**
Deputy Chief Browning shared that the County is still waiting for the funding to tie the project together. The County continues to collect data on 3-4 wells in the area.

B. **Capital Improvement- Bruce Boyd**
Removed from Agenda.

8. **NEW BUSINESS**

A. **NSJFPD Tapestry Project- Lynn McGarva**
Lynn McGarva shared that Bruce Boyd donated a print of the Tapestry Project highlighting NSJFPD. Heidi Ryan will get the print framed so it can be hung in the training room at Firehouse 3.

B. **Water Storage Site Selection Discussion- Rhea Williamson**
Rhea Williamson would like to identify a location to install a 3rd water storage site in the District. Currently, there is no lead on potential grant funds. Deputy Chief Tom Browning suggested the Water Storage Committee meet to further this discussion and report back to the Board. The Water Storage Committee consists of Rhea Williamson, Bruce Boyd, and Mike Stewart.

C. **First Reading- Section 2302.1 Authorized Signatories and Section 2102.4 Drug-Free Workplace- Fire Chief Mike Stewart**
Heidi Ryan announced that these are two separate subsections in the Policy Manual. Changes are tracked in red. No action needed.

D. **Resolution 2026-02- Appreciation to Sharon Beckenbach – Samantha Hinrichs**
Samantha Hinrichs read Resolution 2026-02 aloud.

Pam Morey moved to adopt Resolution 2026-02 Appreciation to Sharon Beckenbach, Rhea Williamson seconded, motion passed by the following roll call vote:

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

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

Rhea Williamson moved to adopt Resolution 2026-03 Appreciation to Liz Walsh, Pam Morey seconded, motion carried by the following roll call vote:

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

F. Resolution 2026-04 – Appreciation to the Fire Auxiliary - Samantha Hinrichs

Pam Morey moved to adopt Resolution 2026-04, Rhea Williamson seconded, motion carried by the following roll call vote:

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

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

Heidi Ryan noted that the authorized signatories on our Petty Cash Fund need to be updated to reflect that Jason Flores (Fire Chief) should be removed as an authorized signer and Mike Stewart (current Chief) will be added in his place.

Pam Morey moved to adopt Resolution 2026-05 naming Authorized Signers on the Petty Cash Fund, Rhea Williamson seconded, motion carried by the following roll call vote:

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

Ayes: 3 Noes: 0 Abstain: 0 Absent: 2

H. Board Goals 2026 – Samantha Hinrichs

Removed from Agenda.

I. Purchase of New Turnouts – Tom Browning

Deputy Chief Tom Browning informed the Board that with the increase in firefighters on our roster, we are in need of additional turnouts. Tom presented two bids for purchase

of 5 new sets of turnouts and recommend the Board award the bid to All Star Fire Equipment. All Star Fire Equipment was the lower bid and provides the same turnouts that were recently purchased through the Assistance to Firefighters Grant. The cost of the turnouts has already been added to our current budget.

Samantha Hinrichs moved to award the bid to purchase 5 new sets of turnouts to All Star Fire Equipment for $21,614.14, Pam Morey seconded, motion carried 3-0-0-2.

J. **SCI Consulting Group Contract – Samantha Hinrichs**
Samantha Hinrichs informed the Board that the District has contracted with SCI Consulting Group since the passage of Measure Q for Levy Administration Services. This is a 5-year contract with a 3% increase for the first 4 years.

Rhea Williamson moved to approve the contract with SCI Consulting Group, Pam Morey seconded, motion carried 3-0-0-2.

9. **NEXT MEETING:** March 24, 2026, at 6:00 PM
10. **10. ADJOURNMENT:** Meeting adjourned at 8:38 PM

Heidi Ryan
Heidi Ryan, Board Secretary

6.B.i

Statistics

February 2026

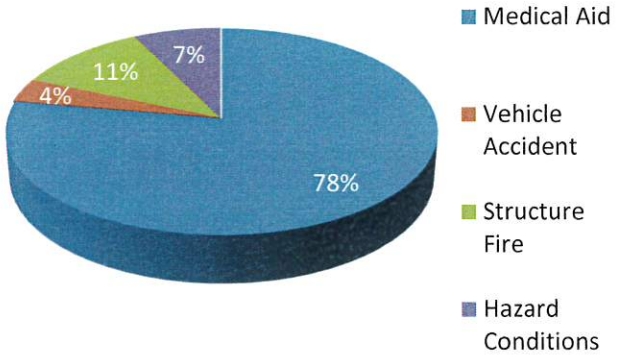
NSJFPD INCIDENT RESPONSE DETAIL - February 2026

Date	ER Type	Location	Mins.	Number of Personnel	Total Responders	Notes	OD	Response Time
2/1	Medical Aid	Fawnbrook (03319)	53	6	9	SNMH Transport		14
2/1	Medical Aid	Pleasant Valley (03425)	36	2	7	Medic 43 Transport		14
2/2	Medical Aid	Tyler Foote (03435)	10	3		Non-Injury		9
2/3	Medical Aid	Tyler Foote (03587)	46	2		SNMH Transport		4
2/4	Medical Aid	Oak Tree Rd. (03654)	75	3	9	Reach Transport		6
2/6	Vehicle Accident	Tyler Foote (03878)	72	7		SNMH Transport		6
2/8	Medical Aid	Tyler Foote (04061)	11	5		Canceled		10
2/8	Medical Aid	Cherokee St. (04093)	43	3	5	SNMH Transport		9
2/11	Medical Aid	Kailash (04343)	52	2	5	SNMH Transport		10
2/13	Structure Fire	Old Mill (04582)	143	6		False Alarm		13
2/14	Medical Aid	Helm (04646)	113	5		Patient Contact		8
2/14	Medical Aid	Hwy 49 (04680)	33	5	7	SNMH Transport		10
2/15	Structure Fire	Hwy 49 (04836)	104	10	19	Extinguished		15
2/17	Medical Aid	Brotherhood (04961)	70	5		Medic 44 Transport		11
2/17	Hazard Condition	Tyler Foote (04998)	18					9
2/18	Structure Fire	Sweetland (05109)	296	10		Extinguished		12
2/19	Medical Aid	Blue Sage (05352)	50	8	11	SNMH Transport		14
2/19	Medical Aid	Bear Trap (05354)	16	7		Unable to Locate		14
2/20	Medical Aid	Cemetary (05495)	30	2	4	Non-Injury		9
2/22	Medical Aid	Tyler Foote (05680)	42	4	6	SNMH Transport		8
2/23	Medical Aid	Tyler Foote (05882)	20	2		No Patient Contact		8
2/23	Medical Aid	Pathfinder (05869)	49	3	6	SNMH Transport		7
2/23	Medical Aid	Cemetary (05872)	50	3	6	SNMH Transport		9
2/24	Medical Aid	Cherokee St. (05886)	28	5	7	Non-Injury		9
2/24	Medical Aid	Hwy 49 (05894)	38	3	5	Patient Contact		7
2/27	Medical Aid	Crescent Moon (06166)	49	3	5	SNMH Transport		11
2/28	Hazard Condition	School Street (06254)	26	5		False Alarm		16

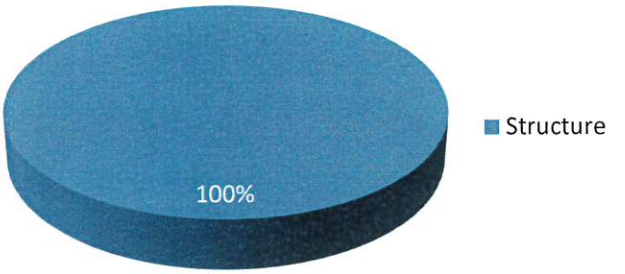
Total Calls:	**27**
Average FF/Call:	**4.1**

North San Juan Fire Department
Call Details
February 2026

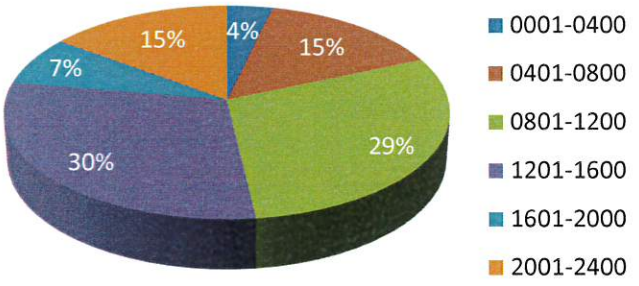
Call Type



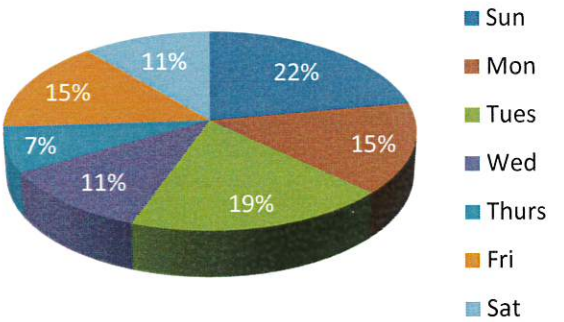
Fire Type



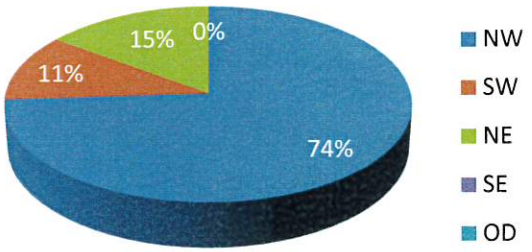
Time of Day

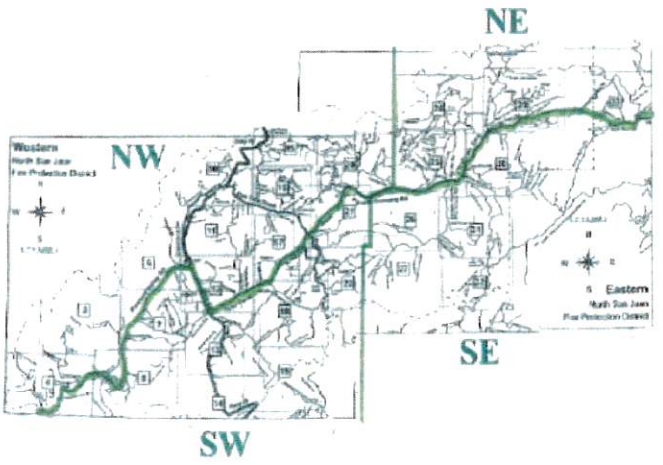


Day of Week



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	21											**49**
Vehicle Accident	1	1											**2**
Fire - Structure	4	3											**7**
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											**4**
Public Assist	1												**1**
Other													**0**
Totals:	**40**	**27**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**67**

Previous Years Summary				
2026	**2025**	**2024**	**2023**	**2022**
49	265	304	267	224
2	21	41	43	45
7	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
4	14	7	12	5
1	13	22	13	16
0	6	3	0	4
67	410	**465**	**394**	**361**

2026 Monthly Totals:	**40**	**27**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**67**
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	3											**7**
Special Training													**0**
External Training													**0**
Work Party													**0**
Public Education													**0**
Public Service	2												**2**
Totals:													**9**

Out of District Responses	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2026 Monthly Totals:	4	0											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.C.i

Financials

February 2026

NSJ Fire Protection District

Funds Summary

Period Ending 02/28/2026

	February 28, 2026
Current Assets	
Tri-Counties Bank (Petty Cash)	**$ 542.83**
6720 General Fund	**$ 1,698,176.23**
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	**$ 2,856,789.00**

Account	Begin Balance	Deposits	Transfer IN	Expenses	Transfer OUT	Balance
Tri-Counties (Petty Cash)	$ 542.83					$ 542.83
Total Petty Cash						
General Fund	$ 1,603,974.23	$ 127,025.06		$ (32,823.06)		$ 1,698,176.23
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						**$ 2,526,206.95**
*** Measure Q Fund**						**$ -**
Measure Q Fund Reserve	$ 233,878.35					$ 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	$ 28,160.87					$ 28,160.87
Total Mitigation Fund						**$ 28,160.87**

Assests as of 2/28/2026 $ 2,856,246.17

NSJ Fire Protection District
Deposit Detail
February 2026

Date	Memo	Account	Amount
02/26/2026	**Deposit**	**10720 · GF General Fund**	**44,727.86**
	Bear Gulch WA--OLF-000178	46110.1 · Strike Team Personnel	-35,943.60
	Bear Gulch WA--OLF-000178	46110.2 · Strike Team Admin	-8,784.26
			-44,727.86
02/26/2026	**Deposit**	**10720 · GF General Fund**	**22,978.11**
	Pre Position CA-OES-250120-XNE	46110.1 · Strike Team Personnel	-11,358.00
	Pre Position CA-OES-250120-XNE	46110.5 · Strike Team Engine	-7,107.36
	Pre Position CA-OES-250120-XNE	46110.2 · Strike Team Admin	-4,512.75
			-22,978.11
02/26/2026	**Deposit**	**10720 · GF General Fund**	**20,917.82**
	Pre Position CA-OES-250129-XNE	46110.1 · Strike Team Personnel	-11,200.32
	Pre Position CA-OES-250129-XNE	46110.5 · Strike Team Engine	-4,876.96
	Pre Position CA-OES-250129-XNE	46110.4 · Strike Team Expenses	-732.42
	Pre Position CA-OES-250129-XNE	46110.2 · Strike Team Admin	-4,108.12
			-20,917.82
02/26/2026	**Deposit**	**10720 · GF General Fund**	**38,230.75**
	Pre Position CA-OES-250125	46110.1 · Strike Team Personnel	-22,242.96
	Pre Position CA-OES-250125	46110.5 · Strike Team Engine	-7,523.52
	Pre Position CA-OES-250125	46110.4 · Strike Team Expenses	-956.00
	Pre Position CA-OES-250125	46110.2 · Strike Team Admin	-7,508.27
			-38,230.75
02/26/2026	**Deposit**	**10720 · GF General Fund**	**170.52**
	Casey Fites-Kaufman	66901 · Stale Dated Checks	-170.52
			-170.52

	Date	Num	Name	Memo	Amount
	10720 · GF General Fund				
1	02/12/2026	10001454	Hunt Propane	Propane	-483.61
2	02/12/2026	10002077	Rice Business Solutions	Payroll Services	-695.75
3	02/12/2026	EFT-0004129	MAJCO LLC Big Brand Tires	6130 Hub Repairs & Maintenance	-1,645.82
4	02/17/2026	10001634	Grass Valley Air Conditioning, Inc.	Filters	-48.00
5	02/17/2026	10001650	Napa Auto Parts	6134 Battery	-221.34
6	02/17/2026	10001634	Grass Valley Air Conditioning, Inc.	Annual HVAC Contract	-375.00
7	02/17/2026	10002070	Life Assist, Inc.	Bandages, Aspirin, 3 Volt Battery, CO2 Detect	-278.59
8	02/17/2026	10002190	Life Assist, Inc.	Digital Fingertip Pulse Oximeter	-46.43
9	02/17/2026	10002191	Smile Business	Copier Agreement	-29.07
10	02/18/2026	EFT0004217	Fire Risk Management Service (FRM	March Life Ins	-200.09
11	02/18/2026	10001674	Palmer Enterprises	6192 Annual Inspection	-1,614.83
12	02/18/2026	EFT-0004196	FF Stead, Judy (Reim)	Meal Reimbursement	-50.00
13	02/18/2026	EFT-0004217	Fire Risk Management Service (FRM	February - Life Ins	-195.25
14	02/18/2026	EFT-0004218	Chardon Corporation B & C	Water Softner	-52.85
15	02/26/2026	EFT0004239	Clientworks	Malware, New Email (Sean), PDF Editor	-306.58
16	02/26/2026	EFT0004240	FF Vargas, Jordan (reimb)	Meal Stipend	-50.00
17	02/26/2026	10001623	Covert's Pump Service	Control Box	-366.88
18	02/26/2026	10001623	Covert's Pump Service	Mechanical Float	-125.00
19	02/26/2026	10002105	Winter Design Group	Web Page Security/Maint	-165.00
20	02/26/2026	EFT-0004219	FF Bingham, Jadon	January 2026 Backfill	-443.28
21	02/26/2026	EFT-0004568	FF Flores, Angela	Backfill January 2026	-187.28
22	02/26/2026	EFT-0004560	FF Flores, Jason	Backfill January 2026	-187.27
23	02/26/2026	EFT-0004567	FF Guetebier, Andy	Pre Position CA-OES-260003-XNE	-2,506.27
24	02/26/2026	EFT-0004566	FF Leach, Nathan	Pre Position CA-OES-260003-XNE	-2,550.89
25	02/26/2026	EFT-0004559	Lynn McGarva	Feb 2026 Admin	-2,305.34
26	02/26/2026	EFT-0004558	FF Rodgriguez, Alejandro	January 2026 Backfill	-187.29
27	02/26/2026	EFT-0004554	Heidi Ryan	February 2026 Admin	-1,706.27
28	02/26/2026	10002004	FF Simpson, Forrest D.	Pre Position CA-OES-260003-XNE	-2,250.92
29	02/26/2026	EFT-0004552	FF Stead, Judy	February 2026 Backfill	-221.64
30	02/26/2026	EFT-0004553	FF Stewart, Mike	February 2026 Admin	-1,573.62
31	02/26/2026	EFT-0004550	FF Stirling, Autumn	Pre Position CA-OES-2670003-XNE	-2,522.89
32	02/26/2026	EFT-0004551	FF Vargas, Jordan	Backfill February 2026	-443.28
33	02/26/2026	EFT-0004563	FF Wilkinson, Kyle	Backfill February 2026	-443.28
34	02/26/2026	EFT-0004564	Internal Revenue Service	Federal Payroll Taxes	-3,750.74
35	02/26/2026	EFT-0004565	EDD	State Payroll Taxes	-435.65
36	02/26/2026	10002062	Nevada County Fire Chief's Associa	Annual Membership	-100.00
37	02/26/2026	10002063	Sierra Excavating, Inc.	Excavating cutback for fire station addition	-2,200.00
38	02/26/2026	10002064	Broken Arrow	Hats & Embroidery	-893.78
39	02/26/2026	10002071	Life Assist, Inc.	OB Kit	-78.10
40	02/27/2026	10002068	Verizon Wireless	Tablets	-320.14
41	02/28/2026	10002067	Boyett Petroleum	Fuel	-565.04
			Total 10720 · GF General Fund		-32,823.06

8.A

SB 827

COLANTUONO
HIGHSMITH
WHATLEY, PC

GARY B. BELL | 916-898-0049 | GBELL@CHWLAW.US

MEMORANDUM

TO: Heidi Ryan,
District Manager, Operations and Personnel
North San Juan Fire Protection District

DATE: February 23, 2026

FROM: Gary B. Bell, General Counsel

FILE NO. 45021.0001

RE: SB 827 – Trainings for Local Agency Officials

EXECUTIVE SUMMARY

We write to update the District on Senate Bill No. 827 ("SB 827"). According to the author of SB 827, "The [California State Auditor]'s high-risk local program has found repeated instances of local officials financially mismanaging local agencies, and recommended additional training as a remedy."[1] In response, the Legislature adopted SB 827 to:

a. Amend the ethics training mandate to expand its application to all department heads and require completion within six months of starting service;

b. Establish a new fiscal and financial training mandate; and

c. Mandate records retention and website disclosures related to the trainings.

[1] Off. of Assem. Floor Analyses, 3d reading analysis of Sen. Bill No. 827 (2025-2026 Reg. Sess.) Sept. 2, 2025.

DISCUSSION

I. Amendments to the Ethics Training Requirement

Existing law requires:

a. local elected officials,

b. members of a legislative body, and

c. employees designated in a conflict of interest code,

to complete two hours of ethics training.[2] SB 827 now expands the ethics training mandate to "a department head or other similar administrative officer of a local agency," regardless of their designation in the agency's conflict of interest code.[3]

Existing law requires a local agency official to complete ethics training within one year of starting service.[4] In contrast, a local agency official must complete sexual harassment prevention training within six months of starting service.[5] SB 827 amends the ethics training requirement deadline to align with the sexual harassment prevention training so that all mandated trainings must be completed within six months of starting service.[6]

II. New Fiscal and Financial Training Requirements

Effective January 1, 2026, any:[7]

a. member of a legislative body,

b. elected officer,

c. official who makes decisions or recommendations regarding financial administration, budgeting, or use of public resources,

d. local agency executive, and

e. employee designated to receive the training,

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[2] Gov. Code, § 53235, subd. (c); Gov. Code, § 53234, subd. (c)

[3] Gov. Code, § 53234, subd. (c)(1),(2).

[4] Gov. Code, § 53235.1, subd. (b)(1).

[5] Gov. Code, § 53237.1, subd. (b).

[6] Gov. Code, § 53235.1, subd. (b)(1).

[7] Gov. Code, § 53238, subd. (d)(1)–(4) (referencing Gov. Code, § 3511.1, subd. (d)).

must complete fiscal and financial training covering the following topics:[8]

a. "Laws and principles relating to financial administration and short- and long-term fiscal management, including, but not limited to, the role and responsibilities of financial administration, financial policies, municipal budgets and budget processes, and financial reporting and auditing."

b. "Laws and principles relating to, but not limited to, capital financing and debt management, mechanisms for local agency revenues, pensions and other postemployment benefits, cash management and investments, the prudent investor standard, and the ethics of safeguarding public resources."

c. "General fiscal and financial planning principles and any pertinent laws relevant to the local agency official's public service and role in overseeing the local agency's operations and relevant to the local agency's procurement and contracting practices and responsibilities."

Like ethics training or sexual harassment prevention training, SB 827 requires:

a. A local agency official to complete a two-hour fiscal and financial training course once every two years;[9]

b. A local agency may contract with training course providers, which can be taken in person or online;[10]

c. A provider of a training course must provide participants with proof of participation;[11] and

d. A local agency must offer information about the trainings to employees at least once annually.[12]

SB 827 only exempts county auditors, county treasurers, and county tax collectors from the fiscal and financial trainings.[13]

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[8] Gov. Code, § 53238, subd. (a)(1)–(3).
[9] Gov. Code, § 53238.1, subd. (a).
[10] Gov. Code, § 53238.1, subd. (b)(c).
[11] Gov. Code, § 53238.1, subd. (d).
[12] Gov. Code, § 53238.1, subd. (e).
[13] Gov. Code, § 53238.4.

III. Record Maintenance and Website Requirements

Existing law requires an agency to maintain records showing compliance with the ethics training requirement for five years.[14] The records are disclosable under the California Public Records Act.[15]

SB 827 mandates the same record maintenance and retention requirements for the fiscal and financial trainings.[16] Additionally, starting July 1, 2026, an agency must post on its website instructions and contact information regarding how to request those records.[17]

RECOMMENDATIONS

SB 827 amends the ethics training mandate to expand its application to all department heads and to require completion within six months of starting service. We recommend revising the District's internal procedures to ensure all department heads are undergoing ethics training at least once every two years or within six months of starting service. Ethics training may be completed online through the Fair Political Practices Commission's module,[18] by attending a live session at a conference, or by requesting a training through our firm.

SB 827 establishes a new fiscal and financial training mandate. An agency may adopt a policy designating the officials to receive the training. The firm is developing training materials for this requirement which will be available early next year. All current local agency officials must complete the training by January 1, 2028. All local agency officials who start service on or after January 1, 2026, must complete the training within six months.

Lastly, SB 827 mandates records retention and website disclosures related to the trainings. An agency can satisfy this requirement by posting on its website:

a. the records regarding the training directly to the website; or

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[14] Gov. Code, § 53235.2., subd. (a).
[15] Gov. Code, § 53238.3, subd. (b).
[16] Gov. Code, § 53238.3, subd. (a).
[17] Gov. Code, § 53235.2, subd. (c); Gov. Code, § 53238.3, subd. (c).
[18] Ethics Training, Fair Political Practices Commission, https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html.

b. instructions and contact information regarding how to request those records.

Although a similar posting requirement is not mandated for sexual harassment prevention training, an agency should consider posting the information above for all required trainings.

If you would like more information regarding the issues discussed in this memo, please do not hesitate to contact Gary Bell at (916) 898-0049 or GBell@chwlaw.us.

NORTH SAN JUAN FIRE PROTECTION DISTRICT

Professional Service
Volunteer Dedication

Conflict of Interest Policy and Ethics Training Requirements

OCTOBER 2019

Phone: 530-292-9159
Fax: 530-292-1417
Email: Info911@nsjfire.org

In addition, persons in this category shall regularly attend Ethics and Education training in accordance with State (AB1234) and local requirements.

Disclosure Category 2:

Persons in this category shall disclose:

> Consultants shall disclose pursuant to the broadest disclosure category in the conflict of interest policy subject to the following limitation: the District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.

8.C

Second Reading-
Section 2302.1
Authorized Signatories
and Section 2102.4
Drug Free Workplace

2302.1. AUTHORIZED SIGNATORIES

Nevada County warrant requests shall be signed by any two (2) Board members or one (1) Board member, the Fire Chief, 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.