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
Final Adopted February 24, 2026

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